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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

FRUIT AND VEGETABLE DIVISION

PROCESSED PRODUCTS STANDARDIZATION AND INSPECTION BRANCH
WASHINGTON, D. C

OFFICE PROCEDURE MANUAL



JANUARY, 1956

SUPERSEDES
OFFICE PROCEDURE MANUAL
DATED SEPTEMBER, 1952

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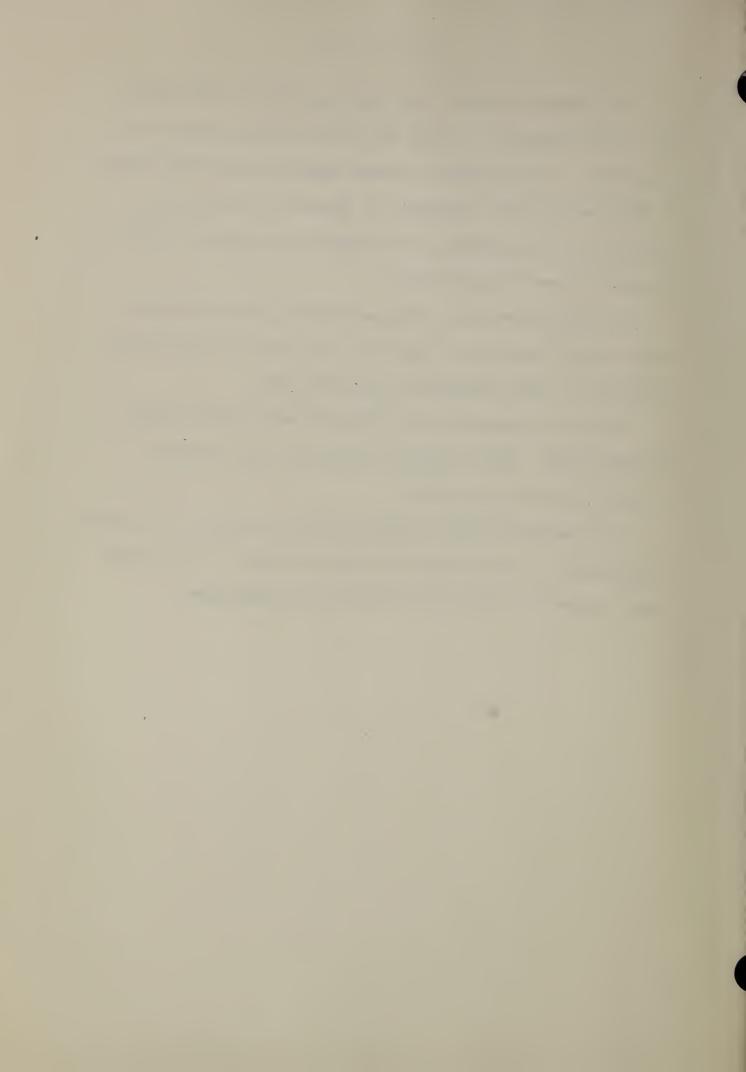


This Manual is divided into Sections, each of which deals with specific subjects. Office and record keeping procedure is prescribed. It is designed to assist inspectors and field offices in facilitating office procedure, to promote efficiency and to coordinate office practices, record keeping and the distribution of certain reports by all offices.

District Supervisors, officers-in-charge, inspectors and clerks should familiarize themselves with details of all sections applicable to their respective responsibilities.

This Manual supersedes the Office Procedure Manual dated September 1952. It is designed to complement and interpret corresponding ANS Instructions.

Every employee having a Manual in his possession is responsible for keeping it up-to-date by the prompt insertion of any revised pages or sections that may be received from Washington.



UNITED STATES DEPARTMENT OF AGRICULTURE Agricultural Marketing Service Fruit and Vegetable Division Processed Products Standardization and Inspection Branch

OFFICE PROCEDURE MANUAL

The purpose of this Manual is to provide up-to-date instructions covering billing and bookkeeping procedure, keeping of records, handling of funds, and other housekeeping functions of the field offices. Reference is made to appropriate AMS Instructions for more comprehensive and detailed instructions.

District Supervisors, Inspectors -in-Charge of field offices, and members of the field office clerical force should familiarize themselves with instructions in this Manual and with the AMS Instructions cited.

All employees to whom a copy of this Manual is issued will be held accountable for its possession and upon separation from the Service shall return it to the Officer-in-Charge.

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^{*} To be prepared

(Form FV-209 White original and seven blue copies.)
(Form FV-147 White original and seven blue copies.)

- A Form FV-209. This form is issued in snap-out serially numbered sets. This form must be used when samples are officially drawn by the inspector who makes the inspection and signs the certificate.
- B Form FV-147. This form is also issued in snap-out serially numbered sets. This form must be used when samples are unofficially drawn, or when samples are officially drawn by one inspector or sampler, and inspected by another inspector.
- C Plue Copies Forms FV-147 and FV-209 Without Serial Numbers.
 These forms are used in making extra copies when the seven copies in a set are insufficient. The serial number is typed in the upper right hand portion.
- Appearance of Typed Certificate. The typist should always bear in mind that the certificate is an official Government document, representing the results of official inspections often used widely in business deals, frequently involving thousands of dollars, and should have an appearance commensurate with its dignity.
- Frocedure and Information to be Typed on Certificate. Aside from certain references, such as contract number, P. O. number, reference number, etc., which are furnished by the applicant or vendor in connection with deliveries to the Government and the terms First and Final, Partial, Final, etc., applicable to Army purchases, the information to be typed on certificates is taken from the rough draft certificate or work sheets prepared by the inspector.
 - Contract Number, Purchase Order Number, Item Number,
 Reference Number or Other Identifying Numbers. These
 numbers should be typed in the upper right hand corner
 above the printed number of all certificates covering inspection for Government agencies, or covering deliveries
 intended for Government agencies and the contract number
 is known.
 - First and Final, Partial, Final, etc. When the words "FIRST AND FINAL," "PARTIAL," "FINAL," etc. are included on the certificate they are to be typed in capitals in the upper left hand corner just beneath the word "ORIG INAL."

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- 3 Date of Certificate. The date of a certificate is to be the date that the inspection is completed, and not the date the certificate is typed unless both are done on the same day.
- 4 <u>Certificate Number</u>. The certificate number should be typed directly under the number appearing on the original certificate. This will insure the inclusion of the serial number on any thin copies without printed serial numbers.
- Source of Information to be Typed on Certificate and Responsibility. The information to be typed on a certificate is taken from the work sheet prepared by the inspector, and other pertinent papers or instructions. The certificate shall be typed exactly as written by the inspector, since responsibility for correctness of the certificate lies with the inspector. Any errors noted by the typist should be brought to the attention of the inspector for correction before typing.
- 6 Examples of Terms Which Should Always be Typed in Capitals.

CORRECTED CERTIFICATE
APPEAL INSPECTION
U. S. GRADE A or U. S. FANCY
DEHYDRATED SWEET POTATOES
CANNED CREAN STYLE CORN

Abbreviations, Quotation Marks, Fractions, etc. The applicant's name is to be typed exactly as they use it. Do not abbreviate words such as "Company" and "Incorporated" unless they are an accepted abbreviation by the firm. When it is necessary to abbreviate the months of the year, or one of the States, use only the recognized abbreviations which will be found in most dictionaries.

Enclose all quoted information from the label in quotation marks.

Begin such statements as "Net Weight," "Vacuum Readings," the Grade statement, and the beginning of the statement under "Remarks" in block form the same distance from the left hand margin.

Type fractions as 1/4, 1/2, etc., not as $\frac{1}{4}$, $\frac{1}{2}$.

Do not abbreviate "ounces," "inches," "number," "pounds," or similar designations of weight or measure in the body of the certificate. Never use the symbol # to donate number of pounds.

Except for the initials of the typist, all typed information on the certificate must be confined within the double black-lined border of the certificate form. The initials of the typist should be inserted outside the black line margin to the right of address of inspector when more than one person in the office types certificates.

When it is necessary to continue "Remarks" or other information on the reverse side of the certificate form, a row of dots (.) should be placed above and below the typed information in such a manner as to prevent inclusion of additional information by any party after the certificate has been distributed.

8 Initials and last name of inspector, street, city and State address of the field office under whose supervision the inspection was performed should be typed in the lower right hand corner, opposite "Official Inspector." This should occupy three lines. The first name and middle initial may be used in lieu of initials, however, it is preferable in most instances to use initials only.

The address of the field office shall be used on certificates issued by inspectors assigned to plants operating under any type if In-Plant inspection.

9 Fee.

a When charges are computed on a unit basis show under "FHE" only the charge for inspection which includes travel time and analyses for which additional charges are not made. Do not include charges for other services for which a separate charge is made, such as score sheets, supervision of loading, microanalyses or other analyses. An itemized record of charges for such other services should be maintained with the office file.

(1) Show between the FEE and the EXPENSE headings charges for microanalyses or other analyses for which an additional and separate charge is made. When only one type of analysis or microanalysis is made, the name of the test should be listed.

EXAMPLES: "AIS," "Mold Counts," "Insect fragment count," etc. When more than one type of analysis is made they should be combined in one entry, as space will not permit itemizing the various types of analyses under the fee heading on the certificate. When more than one type of analysis or microanalysis is made, such as mold counts, fly egg count, worm and insect fragment count, list as "Analyses."

- (2) Charges for services such as score sheets, extra copies of certificates, supervision of loading, etc. should not be included under the Fee and Expense heading on the certificate. This should be shown under an appropriate heading on the Fee Statement.
- Expenses (Commercial). Include items such as travel, per diem, bridge tolls, telephone calls, telegrams, etc. All expense items should be combined in one entry under the Expense heading. An itemized record of expenses should be maintained with the office file.

11 Examples of Fee and Expense Entries:

a When charges are on unit basis:

FEE	\$ 9.00
Mold Counts	3.00
Expenses	1.20
Total	\$13.20

b When charges are on hourly basis:

FEE	\$18.00 (H.B.)
Expenses	2.80
Total	\$20.80

12 Fees and Expenses (Government). When inspections are for other Government agencies and charges are reported on FV-440 or NYCMPO-442 for exchange of funds at Washington, show under Fee and Expenses "FV-440", "1019-2" or "NYCMPO-442," as applicable.

Example: FEE FV-440

The office number which may be assigned to the request by the office may also be shown.

Example: FV-440 (S.F. 7-52)

- 13 Fee and Expenses (Contract Basis). The statement "Contract Basis" should be shown under "Fee and Expenses" on certificates issued at plants operating under continuous inspection or plant inspection—pack certification or other contractual work.
- F Accuracy Check. The typist should check completed typed certificate against the work sheet prepared by the inspector before releasing the certificate to the inspector for a double check and signature.

Pertinent papers regarding the inspection, such as work sheet, way-bill covering shipment of samples, sampling report, correspondence, etc., should be stapled together with the work sheet on top, open to view (for the convenience of the inspector). This file, together with all copies of the typed certificate, should be given to the inspector for his checking and signature of certificate.

Signature. As a rule, the original and at least four blue copies of the certificate must be manually signed (all copies may be signed) by the inspector or someone having power of attorney to sign the inspector's name to certificates. (See Power of Attorney below). In instances where it is known or believed that the applicant desires more copies, the original and all copies should be manually signed. In lieu of manually signing all copies, carbon signatures will be satisfactory provided the carbon signature is perfectly legible. Usually a carbon signature is not legible beyond the third copy. Consequently, to make all copies legible, it will be necessary to insert a thick paper under the third copy and then sign the original and fourth copies.

At least one manually signed, perfectly legible blue copy of each certificate issued must be attached to the pertinent papers covering the inspection and retained in the official record file of the field office supervising the inspection or of the inspector assigned to a plant. Copies sent to Washington and District offices need not be signed, except that one of the copies sent to the Washington office and which covers inspection for the Navy must be manually signed.

H Power of Attorney to Sign Inspector's Name to Certificates. It is illegal to sign another person's name to a certificate unless his power of attorney has been given for that purpose. Then it is inconvenient for the inspector to sign certificates, a "Power of Attorney" form should be executed authorizing the Inspector-in-Charge, or a person designated by the Inspector-in-Charge, to sign certificates covering inspections which he has performed. The person to whom "Power of Attorney" for signatures on certificates has been given should check the facts on certificates based on notes and score sheets prepared by the inspector and sign the inspector's name. person signing the inspector's name should place his own initials just beneath the name of the inspector preceded by the word "by." "Power of Attorney" forms authorizing the signature on certificates may be obtained from the Washington office. Prepare original and two copies unless otherwise directed. Give the signed original to the person to whom power of Attorney is being given, mail one copy to your Washington office and retain one copy in the field office files.

Typists should not be given Power of Attorney to sign inspector's name to certificates because the certificate may become involved in court cases which might require the person who signed the certificate to attend as a witness. The testimony might involve inspection technicalities on which the typist would not likely be competent to testify.

I Extra Copies of Certificates.

If, at any time, an applicant requests extra copies of the certificate, a blue copy or copies should be furnished from the original set if available. If there are not sufficient copies in the original set, insert thin blue certificate forms without serial numbers for the extra copies. If the original set has already been typed or if sufficient copies cannot be made in one run, prepare the additional copies from the thin blue forms without serial numbers, making at least one more copy than required to fill the request. Type in the appropriate certificate number on the blue copies and be sure the information appears exactly as on the original certificate.

Only carbon copies should be released to the applicant. The first blue copy on which the typing appears (not carbon typing) should be attached to the numerical file copy of the certificate being copied.

2 Every field office should have a supply of unnumbered certificate copies of both FV-209 and FV-147. These are supplied in pads of 100 sheets. If the office does not have a supply, extra copies may be made by taking a complete new set of serially numbered certificates, deleting the serial number with a series of XXXX's and typing in the new certificate number directly below.

The original white and one blue copy of certificates used in the above instance must be marked "Void for extra copies of certificate(s) No.

o" The original white copy is to be sent to the Washington office and the blue copy retained in plant or office record file. Each office may have a stamp made showing the vords "Void for extra copies of certificate No.

""

Whenever it is necessary to make more than the original run of the certificates all additional copies should be signed by the inspector who made the inspection or by the Inspector-in-Charge who has Power of Attorney to sign inspector's name to the certificates. If the inspector is not available and the Inspector-in-Charge does not have Power of Attorney the certificate copy should have the following statement (on all copies) manually written in ink in any blank space, preferably between the "Grade" and "Remarks" statements and signed:

"This is a true copy of Certificate No.

S/ J. D. Jones
Inspector—in—Charge"

In lieu of a manually written statement a stamp (block letters) may be used so that only the certificate number and the signature need be manually written.

- 4 If for any reason the field office finds it necessary or desirable to use a thin plain manifold sheet of paper (as for an office commodity file) the typist must make sure that the serial number appears on the manifold copy. Such plain sheet copies may serve as a copy for the District Supervisor, or field office supervisor but should never be furnished to the applicant or to the Tashington office, or as office file copy. The Washington office must always receive a perfectly legible blue copy.
- J Errors. Care should be taken to keep all typing errors at minimum. Slight errors in spelling should be corrected as neatly as possible. If an error is made in typing figures of percent, count, size, date of certificate, grade statement, number of cases, poundage, car number, lot number or code, the certificate should be stapled together, stamped or otherwise marked "V O I D" across the face of each copy, and the original and all but one copy forwarded to the Washington office. One copy should be maintained in the office files and recorded in the ledger record of certificates handled through the office. (See Section LEDGER RECORDS.)

K Corrected Certificate.

A certificate issued to correct a certificate previously issued (not to be confused with VOID certificate which is never released) should show in the upper right hand corner in caps, the words "CORRECTED CERTIFICATE." Under "Remarks" the following statement should appear in caps:

THIS	CERTIFICATE	SUPERSEDIS	CERT IF ICATE
NO.		•u	

Insofar as possible, all copies of the original certificate being superseded should be recalled, and marked "SUPERSEDED BY CERTIFICATE NO. _____." The original and all blue copies finally recovered, except one to be retained in the office or plant files, should then be forwarded to the Washington office. (See Distribution.)

2 Errors detected in certificates after they have been released may be corrected in one of two ways:

- a In case of serious error issue a corrected certificate without delay. (e.g. figures of percent,
 count, size, date of certificate, grade statement,
 number of cases, poundage, car number, lot number
 or code, etc., are serious errors.)
- b In case of minor errors write a letter to the applicant calling his attention to the error and instruct him to attach your letter to his copy or copies of the certificate in which the error appears. Never direct the applicant to enter the correction on the certificate. A copy of your letter should be sent to all recipients of the certificate that was issued in error.

L Distribution of Certificates (including "corrected certificates").

- 1 Furnish the applicant with the original and required copies as follows:
 - a Applicants other than Government agencies:
 - (1) Original (white) of the certificate and not to exteed four blue copies with original (white) copy of the fee statement (FV-376) attached should be transmitted to the applicant. The original and two copies of the certificate are usually sufficient for the applicant.
 - (2) Additional blue copies may be supplied the applicant for an additional fee. (See Section 52.21 and Section 52.50 in the Regulations).
 - (3) Corrected certificates should be attached to a covering letter calling attention to the fact that the first certificate has been superseded and should be returned.
 - b Government agencies.

Distribution to be as follows:

(1) Original (white) and as many copies as requested in accordance with instructions furnished with the request for inspection.

- (2) If distribution is not specified in the inspection request, handle in accordance with latest instructions from Washington office.
- 2 Distribute remaining copies as follows:
 - a One blue copy to the Tashington office except when charges are assessed to the Navy, then two blue copies (one of which is manually signed) should be attached to the completed FV-440 that is forwarded to the Washington office.
 - b One blue copy or plain sheet copy to the District office. (This copy must be legible.)
 - c One blue copy or plain sheet copy to field office supervising inspection when certificate is issued at plant operating under continuous inspection or plant inspection—pack certification.
 - One manually signed very clear blue copy of the d certificate attached to the work sheet and pertinent papers is to be filed in numerical order. Any future correspondence regarding the inspection should be filed with the pertinent papers to make the file complete, except that on Government contracts on which more than one certificate is issued and such certificates are spread over a prolonged period, one manually signed very clear blue copy should be in the numerical file; however, score sheets, work sheets, inspection requests, and other pertinent papers may be filed in a contract file with a copy of each inspection certificate issued (this may be a thin manifold copy) in order to facilitate office record keeping and maintain continuity of work being performed on such contract.
 - e One blue copy or thin plain sheet copy of all certificates issued is to be filed by commodity (not by date or number) for ready reference in checking products previously inspected. When a large number of certificates are issued on one commodity, they may be filed by applicant or packer as well as by commodity.

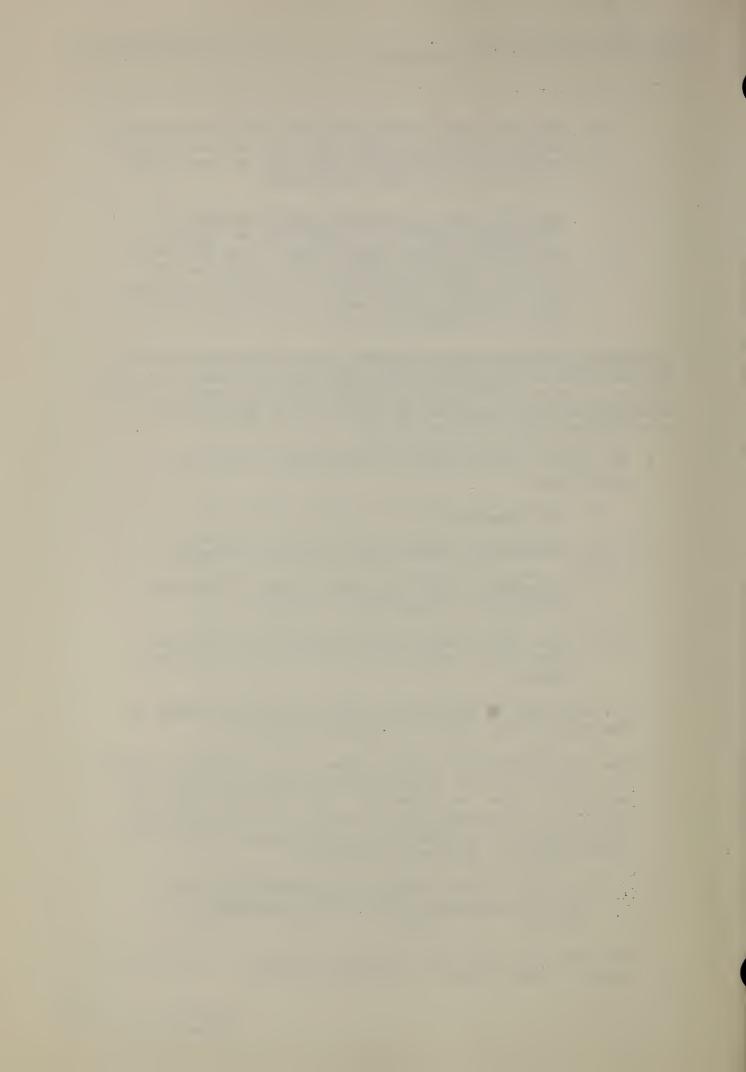
f One blue copy or thin plain sheet copy of certificates covering inspections for Government agencies should be attached to the office file copy of Form FV-440 or Form 1019 (formerly NYQMPO-442).

IMPORTANT NOTE: ALL COPIES MUST BE LEGIBLE.
Information regarding an inspection or copies of certificates may be supplied only to an "interested party." "Interested party" means any person who has a financial interest in the commodity involved. When in doubt on this point, consult your Washington office for advice.

- M <u>Certificate Accountability</u>. Supplies of certificate forms shall be maintained in an orderly manner. Storage facilities should be such as to assure reasonable protection and safeguards but locked facilities are not required. A record must be maintained of all certificates received by the office.
 - 1 The record covering unused certificates in the office should show:
 - a Date received.
 - b Certificate numbers (show inclusive numbers).
 - c Disposition show "Office" or name of plant if certificates transferred to a plant.
 - d Date used show date transferred to a plant or date pad or series removed from stock and given to clerk.
 - 2 A record must be maintained of all certificates issued by the office (See Section 7 "LEDGER RECORDS").
 - When certificates are sent or given to an inspector assigned to a plant a written statement acknowledging receipt must be obtained from the inspector. This statement may be in letter form, from the Officer-in-Charge to the inspector with space for the signature of the inspector and the date (date received), such as the following:

"On	the	attached car	bon pl	Lease ac	knowledge	receipt
for	100	certificates	Form	FV-209	numbered	-
thro	ugh					

The inspector then must maintain a record of all certificates issued. (See Section 7 - "LEDGER RECORDS").



- A Form FV-376 Fee Bill, Farm Products Inspection Service (Processed Foods). Form FV-376, consisting of an original (white) with blue and pink copies, is used in billing for non-contractual services. Pending revision, the present form may be used by XXing out the words "Production and Marketing Administration" in the heading and typing or stamping in "Agricultural Marketing Service."

 The words "Treasurer of the United States" at the bottom of the form should also be marked out and the words "Agricultural Marketing Service, USDA" substituted. Checks made payable to "Treasurer of the United States" may be accepted, however.
- B Preparation. In preparing FV-376, the serial number should be typed in the upper right hand corner. Each set of fee bills should be serially numbered, using prefix approved by District office (DC-120 meaning 120th fee statement issued by the Washington, D. C., office). The number series should start with (1) the beginning of each fiscal year (July 1).
 - 1 Market heading. Under this heading show city and State address of field office supervising the inspection.
 - 2 <u>Date heading</u>. Under this heading show date the fee statement is typed and mailed.
 - 3 Applicant heading. Under this heading show name of person or company requesting the inspection and/or the name of applicant assuming liability for inspection charges.
 - 4 <u>Certificate No. heading</u>. Under this heading show the certificate numbers covered by the statement. If more than one certificate is issued to the same applicant, they may be included on a single fee bill. Do not make an entry if a certificate is not issued.
 - Froduct heading. Under this heading show commodity (Frozen Strawberries, Canned Cream Style Corn, etc.) followed by number of pounds or cases covered by the certificate. Analyses (if any), expenses (if any), and any additional charge and expense (if any) to be assessed for services, such as score sheets and supervision of loading, should be itemized under commodity.

- 5 Product heading. (Continued) If a certificate is not issued or a bill covering the certificate was previously issued, enter the type of service for which bill is being issued followed by "Expense" (if any). For example, "Score sheets," "Supervision of Loading," etc.
- 6 Fee heading. Under this heading show the amount for each entry listed under PRODUCT.
 - NOTE: If more than one page is required to complete the billing, a second set should be used, cutting off the lower portion of the first set on the black line, directly above the paragraph stating "This fee is payable at once, etc." Show the word "continued" after the last listings are completed. After all listings have been made draw a line and show TOTAL amount.
- 7 Check Billing for Accuracy. Check all bills carefully against fee listings on the certificate before releasing. All errors discovered later till have to be corrected, and careful checking at the time of preparation will avoid confusion and extra work at a future date.
- 8 Market Address heading. Under this heading show street address, city and State of field office supervising the inspection involved to which payment for inspection should be sent by the applicant.
- 9 Specimen fee bills are shown on pages 3 and 4.
- C <u>Distribution of Billing</u>. Original (white) and extra copies when requested should be sent to the applicant attached to the inspection certificate or the inspection report.

The pink copy should be retained in the current UNPAID BILL file (alphabetically by applicant) until payment is received. It is preferred that the file be one that can be locked.

SAMPLE

Form FV-376 (7-10-47) Formerly FDA-277 DC-120

FARM PRODUCTS INSPECTION SERVICE

(Processed Foods)

Washington, D. C.	Jan. 3, 1956
(Market)	(Date)
A B C Company	
(Applicant)	
Washington, D. C.	
(Address)	

For inspection as follows:

CERTIFICATE No.	PRODUCT	FEE		
000000	Frozen Strawberries (50,000 Pounds) Mold Counts Expenses	\$29 00 4 50 1 40		
000001	Canned Tomato Paste (1,000 Cases) Analyses Expenses Score Sheet	22 50 (HB) 9 00 00 2 25 \$72 65		

This fee is payable at once by money order, check, or draft. Payment should not be made in cash.

All remittances should be made payable to Experimentation

Processed Products Inspection Service, Fruit & Vegetable Division, AVS, USDA, Washington 25, D. C.

RETURN THIS BILL WITH REMITTANCE



SAMPLE

Form FV-376 (7-10-47) Formerly FDA-277

DC-121

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

FARM PRODUCTS INSPECTION SERVICE

(Processed Foods)

Washington, D. C.	Jan. 3, 1956
(Market)	(Date)
X Y Z Company	
(Applicant)	
Washington, D. C.	
(Address)	

For inspection as follows:

			=
CERTIFICATE No.	PRODUCT .	FEE	
000002	Canned Peaches (5,000 Cases) Expenses	\$53 00 1 90	
	Supervision of Loading Expenses	45 00 (HE 3 95. \$103 85	3)

This fee is payable at once by money order, check, or draft. Payment should not be made in cash.

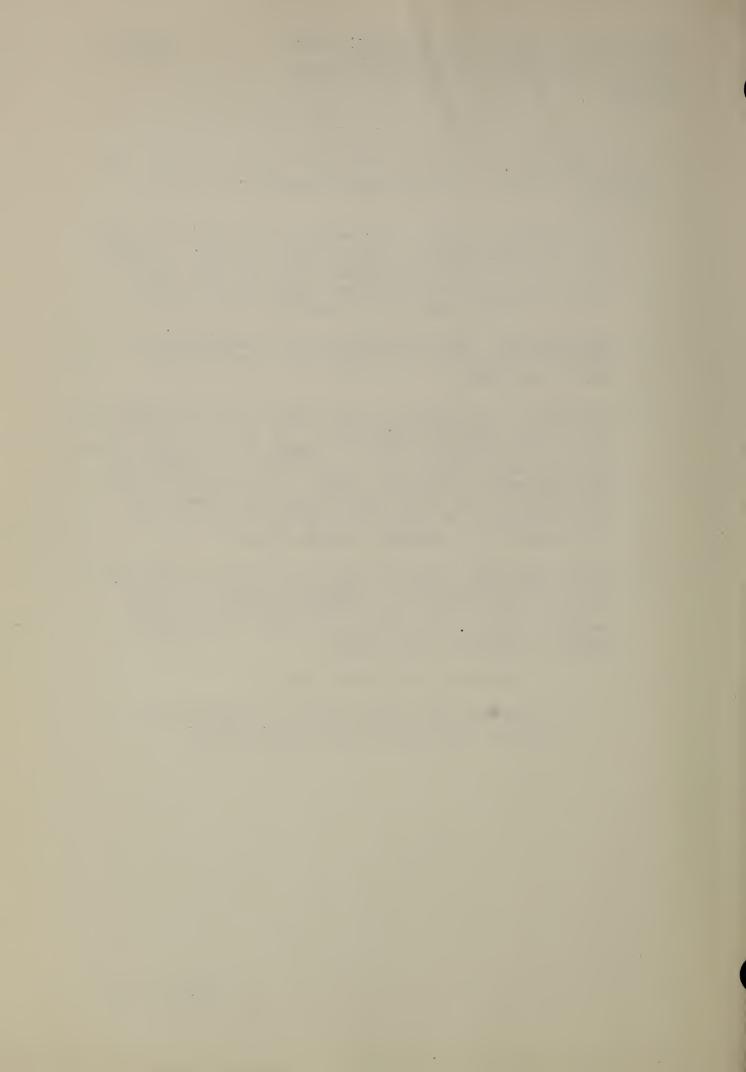
Agricultural Marketing Service, USDA All remittances should be made payable to the converse the

Processed Products Inspection Service, Fruit & Vegetable Division, AMS, USDA, Washington 25, D. C. (Market address)

RETURN THIS BILL WITH REMITTANCE



- D <u>Payment Received</u>. Checks may cover one or more fee bills. The following points are to be observed in handling any form of remittance:
 - l <u>Verification of amount</u>. The amount of the check must agree with the total amount of the fee bills covered. To verify correctness of remittance compare the check with the fee bills covered and also with open listings in the ledger for certificates covered by the applicable fee bills.
 - 2 Negotiability. Examine remittance as to negotiability. Points to be noted in this respect are listed in AMS Instruction 442-1.
 - Recording. Then payment has been received and the remittance is in order, stamp the pink copy of the fee bill with the date payment is received and the number and the amount of the check or money order. Also make appropriate notations of date received in the office ledger. If circumstances prevent either of the above entries being made immediately upon receipt of the check, the date should be marked on the envelope as a temporary control measure.
 - 4 Filing pink copy. After the pink copy of the fee bill has been properly annotated with number and amount of check and date payment received, it is retained with the check pending deposit. It is then marked with the CD serial number and date and filed either
 - a in the office "Paid Bill" file, or
 - b attached to the office copy of the Certificate of Deposit and placed in the office CD file.



A Form FV-230, Commercial Inspection Bill. Form FV-230, Commercial Inspection Bill, is used in billing for continuous inspection service, plant inspection-pack certification service and for other contractual services.

B Billing for Continuous Inspection.

- l Preparation. Billings are to be made in accordance with the contract. Original and four copies are to be prepared as of the last day of the calendar month for services rendered during that month or as specified in the contract.
- 2 <u>Date</u>. The bill shall be dated as of the day on which bill is prepared and mailed.
- 3 Applicant's Name. Insert applicant's name and location on line below "Commercial Inspection Bill."
- 4 Diary Portion or Itemization of Bill. Insert "CONTINUOUS INSPECTION SERVICE." This portion of the billing shall cover the following applicable charges:
 - a <u>Salary</u>. Show inclusive dates covered by the assignment (regardless of duty status), name of inspector, number of days @ per day rate and amount assessed.

Number of days is calculated on the basis of five days per week including holidays. Therefore, the number of days shall be the actual number of working days, including holidays, that are chargeable against the plant. Include under number of days the period of time enroute from last post of duty.

List each inspector separately if more than one is assigned to the plant.

Do not include under <u>number of days</u> any time spent on other assignments and annual leave taken during the billing period.

Do not include under <u>number of days</u> compensatory leave taken during the billing period if it has previously been billed against the plant.

If an inspector is absent on sick leave, the plant is subject to billing for his regular salary for a period of sick leave not to exceed an amount equal to that which he has accrued while on duty at the plant.

Accrued Annual Leave. Show name of inspector, number of days of annual leave accrued during the billing period, per day salary and amount assessed.

The number of days of annual leave accrued is obtained by multiplying the number of days covered by the assignment (including any annual, sick or compensatory leave taken) less any time spent on other assignments by the daily accrual rate as shown below: 1/

Yearly Annual Leave Accrued Daily Accrual Rate

days	0.1 day
days	0.077 day
days	0.05 day
	days

The amount assessed is obtained by multiplying the number of days annual leave accrued by the employee's daily salary rate and may be obtained from the "Table of Salary and Annual Leave Accrual Charges."

Overtime or Compensatory. Show name of inspector, number of hours, hourly overtime rate, and amount assessed. List each inspector separately if time is to be billed for more than one inspector.

When the hours for all inspectors are billed at the overtime rate, the heading should be "Overtime." When the hours for all inspectors are billed at the regular hourly rate, the heading should be "Compensatory Time." When the hours for one or more inspectors are billed at the overtime rate and the hours for one or more inspectors are billed at the regular rate. the heading should be "Overtime or Compensatory Time."

1/ A table of the number of days of annual leave accrued for 1 through 23 days on assignment is attached as Page 9 of this section.

The number of hours will be all hours worked by each inspector in excess of the number of hours he should have worked (based on an average of 8 hours per day) during the billing period. For example, if the billing is on a monthly basis and an inspector actually worked 190 hours at the plant during a month consisting of 21 working days, then he should have worked 168 hours and the plant will be billed for 22 hours overtime or compensatory time. If a holiday fell within the month, then he should have worked 160 hours and the plant will be billed for 30 hours overtime or compensatory time.

For billing purposes the hourly overtime rate is currently \$2.80 per hour, except,

- (1) When true overtime hourly rate is less than \$2.80, use true overtime rate.
- (2) When regular hourly rate is more than \$2.80, use regular hourly rate.
- (3) When overtime pay in lieu of compensatory time is authorized by Washington, use true overtime rate.

When plant operations permit, arrangements may be made with the applicant to not bill overtime or compensatory time for inspectors assigned to a plant on a year-round basis. In these instances, contact the District Supervisor for the procedure to follow in billing.

Holiday. Show date(s) of holiday, name of inspector, number of hours worked (never to exceed 8), regular hourly rate, and amount assessed. This makes double time for any hours, up to and including 8, worked on a holiday, since the holiday is also included under SALARY above.

However, if the holiday does not fall within the first 40 hours worked, the plant is not to be assessed under "Holiday." In such instances the time worked on a holiday is billed as over-time or compensatory time.

Any time in excess of 8 hours on a holiday is subject to billing as compensatory time or overtime if the inspector's work week exceeds 40 hours.

e <u>Night Differential</u>. Show name of inspector, number of hours worked, 10% of regular hourly rate (to the nearest whole cent) and amount assessed.

Night differential is billed at 10% of the regular hourly rate in addition to the regular salary charge made for such service. Night differential is based on the regular hourly rate even when a portion of the hours involved are overtime hours.

f Social Security Costs. Social Security costs to us must be added as part of inspector's salary and is applicable to "Salary, Accrued Leave, Overtime, Holiday, and Night Differential."

Show "% of above for (name of inspector or inspectors)."

- Insurance Costs. Insurance costs to us must be added if such costs are included in the Continuous Inspection Contract. Show the name of the inspector or inspectors and the insurance costs to the Branch as obtained from the table of Federal Employees Life Insurance Costs attached to Section 10 of this manual.
- Administrative Overhead. This is computed on the total amount of charges consisting of Salary, Accrued Annual Leave, Overtime or Compensatory Time, Holiday, Night Differential, Social Security Costs, and Insurance Costs (if covered by contract) at the following percentages, unless otherwise specified by a contract:

20% for inspectors assigned to a plant on a year-round basis.

35% for inspectors assigned to a plant on a seasonal basis.

i <u>Reporting Expenses</u>. Show name of inspector and amount assessed. (This amount is not subject to Administrative Overhead.)

- (1) Transportation Expense from point of last assignment to continuous inspection point of duty is assessed to the plants on the first billing AFTER ARRIVAL OF EACH INSPECTOR.
- (2) Per Diem. For each inspector assess per diem for travel enroute to inspection point and for the number of days administratively allowed following arrival at assignment, unless otherwise provided for by agreement with the applicant.

Travel expenses and per diem are not chargeable to the continuous inspection plant when an inspector is replaced at the option of the Department. Then changes of inspectors are made at the option of the plant management, or when it becomes necessary to replace the inspector because of sickness or annual leave or other circumstances, the plant is to be billed for travel expense and per diem for the replacement. When prolonged sickness or unusual circumstances necessitate more than one replacement within a packing season, contact the Washington of fice for advice on billing.

- j Other Expenses. Show name of inspector (if one concerned), reason for charge (travel, microscope rental, etc.) and amount assessed.
- k <u>Total Due For Month of</u> Show total of above amounts assessed. If any credits or other adjustments are necessary in the bill, identify the total assessed as "Sub Total."
- 1 Credits (if any).
 - (1) When arrangements have been made with a Government procurement agency (such as the Army) to credit the plant for inspection charges, or a portion of such charges incurred in handling the assignment, show the contract or other reference number, the amount of credit and the total credits.
 - (2) If any other credits need to be made, briefly identify the nature of the credit and show the amount of credit, including this in the total credits.

- m Due for Month of ----. Show amount after deducting any credits from the total and adding any past due bills to the total.
- n Previous Bills (if any). Show totals of any previous billings which have not been paid, in accordance with the notation on the Example.
- O Check Should be Made Payable to the Agricultural

 Marketing Service and Mailed To. Show name of Officerin-Charge, room number (if any), street and number, city,
 zone (if any), and State address. However, checks made
 out to the "Treasurer of the United States" may be
 accepted.
- C Billing for Plant Inspection-Pack Certification Service.

Preparation. Billings shall be prepared in the original and four copies. Billings are to be made at intervals in accordance with the contract or letter-agreement with the applicant.

Date. The bill should be dated as of the day on which bill is prepared and mailed.

Insert applicant's name and location on line below "Commercial Inspection Bill."

- 1 When Charges Are on a Per hour Basis, Bill as Follows:
 - a Diary Portion. Insert "PLANT INSPECTION-PACK CENTIFICA-TION SERVICE." This portion of the billing shall cover the following applicable charges:
 - (1) Salary. Show inclusive dates covered by the assignment, name of inspector, total number of hours to be charged 1/, per hour rate specified in the letter-agreement, and amount assessed. The number of hours is never less than an average of 8 hours per day for the total number of working days included in the billing period (exclusive of holidays if work is not performed on the holiday, time spent on other assignments, and annual or sick leave taken). The minimum number of hours per week specified in the letteragreement (generally 40 hours) means a minimum average for the duration of the assignment. The billings may be adjusted during the season in order to credit the applicant for any hours

^{1/} Unless otherwise specified in the contract only the actual hours worked on a holiday are chargeable hours.

billed in excess of actual hours worked, provided that the number of hours billed for the assignment does not average less than the minimum specified by the agreement.

Example: The contract specifies a minimum guarantee of 40 hours per week and the billings are rendered every two weeks:

Billing Period	Actual Hours Worked	No. of Hours Billed
1 2 3	55 96 98	80 80 89
Total	249	249

During the first period the plant was billed for 25 hours in excess of actual hours worked. A credit of 16 hours is allowed on the bill for the second period and 9 hours for the third period.

Minimum guaranteed hours for the three billing periods - - - - - - - - - - - 240 hours Actual hours billed - - - - - - - - - - 249 hours

- (2) Accrued Leave. Do not make an entry.
- (3) Cvertime. Do not make an entry.
- (4) Holiday. Do not make an entry.
- (5) Night Differential. Do not make an entry.
- (6) Social Security Costs. Do not make an entry.
- (7) Administrative Overhead. Do not make an entry.
- (8) Reporting Expenses. Same as Continuous Inspection Service billing.
- (9) Other Expenses. Same as Continuous Inspection Service billing.
- (10) Total Due for Month of ----- Show total of amounts assessed.
- (11) Credits (if any). Same as Continuous Inspection Service billing.

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January 1956

- (12) Due for Month of ----. Show amount after deducting any credits from the total.
- (13) Previous Bills (if any). Same as Continuous Inspection Service billing.
- Check Should be Made Payable to the Agricultural

 Marketing Service and Mailed To. Same as Continuous Inspection billing. However, checks to the

 "Treasurer of the United States" may be accepted.
- When Charges Are on the Basis of Salary Plus the Applicable Administrative Overhead Charge, Bill as Follows:
 - Diary Portion. Insert "PLANT INSPECTION-PACK CENTIFICATION SERVICE." This portion of the billing shall cover the following applicable charges:
 - (1) Salary. Same as in Continuous Inspection billing.
 - (2) Accrued Annual Leave. Same as Continuous Inspection billing.
 - (3) Overtime or Compensatory Time. Same as Continuous Inspection billing for seasonal inspector(s).
 - (4) Holiday. Same as Continuous Inspection billing.
 - (5) Night Differential. Same as Continuous Inspection billing.
 - (6) Social Security Costs. Same as Continuous Inspection billing.
 - (7) Administrative Overhead. 25 percent unless otherwise provided by agreement with the applicant.
 - (8) <u>Reporting Expenses</u>. Same as Continuous Inspection billing.
 - (9) Other Expenses. Same as Continuous Inspection billing.
 - (10) Total Due for Month of ----. Show total of above amounts assessed.
 - (11) Credits. Same as Continuous Inspection billing.
 - (12) Due for Month of ----. Show amount after deducting credits from the total.
 - (13) Previous Bills (if any). Same as Continuous Inspection billing.
 - (14) Check Should be made Payable to the Agricultural Harketing Service and mailed To. Same as Continuous Inspection billing. However, checks to the Treasurer of the United States may be accepted.

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- When Charges for One Inspector Are on the Basis of Salary Plus the Applicable Administrative Overhead Charge and Charges for Other Inspector(s) are on a Per Hour Basis, Bill as Follows:
 - Diary Portion. Insert "PLANT INSPECTION—PACK CERTIFICA—TION SERVICE." List the charges for the inspector on basis of salary plus applicable overhead charge (as shown above in paragraph C2), then list the charges for inspector(s) on per hour basis, as shown above in paragraph C1.

D Distribution of Billing.

1 Original and one copy to plant management.

One copy to District office.

One copy retained in "Unpaid" file.

One copy submitted to the Washington office with Form FV-370.

E Payment Received.

Checks may cover one or more statements. The following points are to be observed in handling any form of remittance:

- l <u>Verification of Amount</u>. The amount of the check must agree with the total amount of the invoices covered. To verify correctness of remittance compare the check with the bills covered and also with applicable open listings in the ledger.
- 2 <u>Negotiability</u>. Examine remittance as to negotiability. Points to be noted in this respect are listed in AMS Instruction 422-1.
- Recording. When payment has been received and the remittance is in order, stamp the <u>file</u> copy of the statement with the date payment is received and the <u>number</u> and the <u>amount</u> of the check or money order. Also make appropriate notations of <u>date received</u> in the office ledger. If circumstances prevent either of the above entries being made immediately upon receipts of the check, the date should be marked on the envelope as a temporary control measure.
- 4 Filing File Copy. After the file copy of the statement has been properly annotated with number and amount of check and date payment received it is retained with the check pending deposit. It is then marked with the CD serial number and date and filed either
 - a in the office "Paid Bill" file, or
 - b attached to the office copy of the Certificate of Deposit and placed in the office CD file. Page 9

NUMBER OF DAYS ANNUAL LEAVE ACCRUED

(For use in billing plants and preparation of Monthly Report.)

(1	or age the pitti	ng branes and b	reparation o	r Mournity Repor	0.)
Days on Assignment	Yearly Annual Leave Accrued	Days Annual Leave Accrued	Days on Assignment	Yearly Annual Leave Accrued	Days Annual Leave Accrue
1	13 20 26	0.050 0.077 0.100	12	13 20 26	0.600 0.924 1.200
2	13 20 26	0.100 0.154 0.200	13	13 20 26	0.650 1.001 1.300
3	13 20 26	0.150 0.231 0.300	14	13 20 26	0.700 1.078 1.400
4	13 20 26	0.200 0.308 0.400	15	13 20 26	0.750 1.155 1.500
5	13 20 26	0.250 0.385 0.500	18	13 20 26	0.800 1.232 1.600
6	13 20 26	0.300 0.462 0.600	17	13 20 26	0.850 1.309 1.700
7	13 20 26	0.350 0.539 0.700	18	13 20 26	0.900 1.386 1.800
8	13 20 26	0.400 0.616 0.800	19	13 20 26	0.950 1.463 1.900
9	13 20 26	0.450 0.693 0.900	20	13 20 26	1.000 1.54- 2.000
10	13 20 26	0.500 0.770 1.000	21	13 20 26	1.050 1.617 2.100
11	13 20 26	0.550 0.847 1.100	22	13 20 26	1.100 1.694 2.200
Page 10 January	1956		23	13 20 26	1.150 1.771 2.300

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE

January 1, 1956 (Date)

COMMERCIAL INSPECTION BILL

ABC Canning Company & Frozen Foods, Sparta, Illinois

TO: U. S. DEPARTMENT OF AGRICULTURE, DR.

CONTINUOUS	S INSPECTION SERVICE	
SALARY: 12/1-31/55 Samuel S. Smoe 12/1-31/55 Robert R. Roe 12/1-31/55 John J. Doe 12/1-6/55 David D. Bloe 12/24-26/55 Michael M. Moe	21 days @ 18.48 19 days @ 20.96 21 days @ 17.44 4 days @ 14.08 2-1/2 days @ 14.08	\$388.08 398.24 366.24 56.32 35.20
ACCRUED ANNUAL LEAVE: Samuel S. Smoe Robert R. Roe John J. Doe David D. Bloe Michael M. Moe	1.617 days @ 18.48 1.617 days @ 20.96 1.617 days @ 17.44 .20 days @ 14.98 .15 days @ 14.08	29.88 33.89 28.20 2.82 2.11
OVERTIME OR COMPENSATORY TIME: John J. Doe David D. Bloe Michael M. Moe	46-1/2 hours @ 2.80 8 hours @ 2.64 1 hour @ 2.64	130.20 21.12 2.64
HOLIDAY: 12/26/55 Michael M. Moe	8 hours @ 1.76	14.08
NIGHT DIFFERENTIAL: John J. Doe David D. Bloe	87-1/2 hours @ 0.22 26 hours @ 0.18	19.25 4.68
SOCIAL SECURITY COSTS: 2% of above for Moe		1.08
ADMINISTRATIVE OVERHEAD: 20% of above for Smoe, Roe 35% of above for Doe, Bloe, Moe	SUBTOTAL	170.02 239.38 \$1,943.43

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE

January 1, 1956
(Date)

COMMERCIAL INSPECTION BILL

ABC Canning Company & Frozen Foods, Sparta, Illinois

TO: U.S. DEPARTMENT OF AGRICULTURE, DR.

	CONTINUOUS INS	SPECTION SERVICE	(Continued)	
BROUGHT FORWARD:				\$1,943.43
REPORTING EXPENSES: David D. Bloe Michael M. Moe				164.50 133.00
EXPENSES: Microscope Rental		21 days @ 1.00	TOTAL	21.00 \$2,261.93
CREDIT FOR Q.M.C. INSPE QM-56890 QM-6193-5 QM-6198-5 QM-6199-5 QM-57990 QM-57991	CTIONS:	TOTAL	\$ 78.00 70.00 210.00 232.00 226.00 82.00 \$898.00	
			CREDIT	\$ 898.00
		DUE FOR MONTH	OF DEC.	\$1,363.93

NOVEMBER BILL IN THE AMOUNT OF \$1,380.00 UNPAID AS OF DATE OF THIS BILL.

A Bi-Weekly Time Sheet.

Purpose. This form is used in maintaining leave and salary records and in preparation of Time and Attendance Reports (SF-1130) for inspectors who are on assignment away from the supervising office. It is prepared by each inspector assigned to a plant and must be submitted promptly at the close of each bi-weekly pay period.

Preparation of this form does not relieve the inspector from the necessity of submitting a leave slip (Form SF-71) for all annual and sick leave taken. Form ANS-322, "Request for Compensatory Time," must be submitted in duplicate with the time sheet covering all compensatory time accrued during the pay period, whether taken or not.

2 Explanation.

- a <u>Basic Work Week</u>. The first 40 hours worked will establish the basic work week.
- b Holiday. When all or part of a holiday falls within the first 40 hours credit will be given for the number of hours (not to exceed 8) that falls within the first 40 hours. For example, if 35 hours are worked prior to the holiday a credit of 5 hours will be given and included under the First 40 Hour column for the holiday regardless of whether or not work was performed on that day. If 40 hours are worked prior to the holiday then no credit will be given for the holiday.

When work is performed on a holiday the number of hours worked (not to exceed 8) that falls within the first 40 hours will be paid to the employee (additional pay regular rate). Any hours worked on a holiday in excess of 8 hours or after the completion of the first 40 hours shall be considered as part of the first 40 hours or compensatory time. For example, if 10 hours are worked on a holiday falling on Monday the employee will be paid for 8 hours (additional pay at regular rate) and 10 hours will be entered under the First 40 Hour column. However, if 10 hours are worked on a holiday falling on Friday and 36 hours are worked prior to Friday then the employee will be paid for 4 hours (additional pay at regular rate), 4 hours will be entered under the First 40 Hour column and 6 hours entered under the Overtice Hours column.

- c Annual and Sick Leave. Annual and sick leave may be granted in periods of one hour or multiples of one hour providing the number of hours actually worked plus the hours of leave does not exceed 8 hours on the day leave is taken or the number of hours actually worked plus the hours leave taken does not exceed 40 hours for the week. For example, if an employee works 2 hours on Tuesday and then becomes ill he may be charged 6 hours sick leave provided he does not actually work more than 34 hours during the week. However, if he works 36 hours during the week only 4 hours sick leave may be charged.
- Night Differential is applicable to the hours between 6:00 p.m. and 6:00 a.m., regardless of whether Standard Time or Daylight Time where such work is performed. Night differential may only be credited for those hours worked during the night differential period that fall within the first 40 hours worked each week, while assigned on a shift of which all or part of the time falls within the night differential period. For example, if the inspector's shift normally lasts until 9:00 p.m. or 10:00 p.m., then night differential may be credited for the time actually worked after 6:00 p.m. during the first 40 hours. Contact your supervisor if there is any doubt as to whether or not the shift worked is one on which night differential is authorized.
- Preparation. Each inspector assigned to a plant will personally prepare the Time Sheet in pencil or ink. The report will include all hours worked, regardless of where worked, and any leave taken during the pay period. Entries in the Time, Actual Hours Worked, and Night Differential columns must be made daily at the end of work for the day.

Where plants operate a night shift that runs past midnight, the hours worked after midnight are generally considered as part of the preceding day and are so treated in the company's records. The inspector's entries should conform to the company's practice in this respect.

The work week begins at 12:01 a.m. Sunday, unless Saturday night work extends after midnight, in which case the new work week begins on Sunday immediately after the Saturday post-midnight tour of duty ends.

- a Under <u>Date</u> enter the month and day; on holidays follow the date with "H." For example 7/3 or 7/4H.
- b Under the <u>Time</u> columns show the time that duty was performed. Indicate whether AM or PM by showing A or P following the time (e.g., 8:30 A or 6:00 P). Make sufficient entries to show any absences from duty for meals or for any other reason. Noon may be shown as 12:00 N and Midnight as 12:00 M.
- c Make entries daily in the Actual Hours Worked column in 1/2 hour multiples. Do not report 1/4 hours. Show only the number of hours actually worked; do not include any annual, or sick, or compensatory leave taken, or credit for holiday on which no work is performed.
- d Make entries daily in the <u>Night Differential</u> column. Show the total number of hours worked during the night differential period for which credit is to be given (see paragraph 2(d) above).
- e Make entries in the <u>Leave Taken</u> column when annual, sick or compensatory leave is taken. When the actual hours worked are equal to or exceed 40 hours for the week, no leave (annual, sick or compensatory) may be charged or granted.
 - (1) When annual or sick leave is taken enter the number of hours followed by the letter "A" for annual and "S" for sick in this column opposite the date on which such leave is taken. If less than 40 hours are worked and annual or sick leave is taken, the amount of leave charged must be adjusted so that the total of actual hours worked and the annual or sick leave does not exceed 40 hours for the week (see paragraph 2(c) above). Annual and sick leave may be taken only in multiples of 1 hour.
 - (2) When compensatory leave is taken enter the number of hours compensatory leave followed by the letter "C." This entry will appear only opposite one day either Friday or Saturday (see (f) below). Compensatory leave may be taken only in multiples of 1/2 hour.

- f Make entries in the <u>First 40 Hours</u> column of the totals of the actual hours worked plus any hours credit for a holiday <u>l</u>/ that falls within the basic work week plus any annual, sick or compensatory <u>2</u>/ leave taken up to a total of 40 hours.
- Make entries in the Overtime Hours column of the total of the actual hours worked in excess of 40 hours.

 Include in this column any time actually worked on a holiday that was worked after the completion of the first 40 hours.
- h Totals. Total all applicable columns.
- i <u>Compensatory Time</u> block at lower left of sheet. Entries required are self-explanatory. Keep this record up to date.
- j <u>Signature</u>. The time sheet shall be signed by the inspector.
- k The following examples will illustrate some of the foregoing principles:

1 Jones works 10 hours on Sunday

O hours on Monday, which is Labor Day

7 hours on Tuesday

13 hours on Wednesday

8 hours on Thursday

10 hours on Friday

10 hours on Saturday

In preparing the time sheet, Jones would not show any hours worked on Monday, but would enter 8 in the "First 40 Hours" column. He is therefore credited with 26 hours compensatory time.

- 1/ Eight hours credit is given for the holiday in this column regardless of whether or not work is perfomed unless more than 8 hours are actually worked, in which case, the actual number of hours worked should be entered.
- 2/ If at the end of the week the number of hours in the column is less than 40 and compensatory leave is taken, add opposite one day (Saturday if no time is worked on the previous Sunday, or on Friday if time was worked on the previous Sunday) sufficient hours of compensatory leave to complete the 40 hours. The amount added to the one day may be any amount from 1/2 hour to 40 hours, and should be added to any hours actually worked on that day.

Page:4

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41().4()

2 Jones works O hours on Monday, which is Labor Day

Is sick on Tuesday.

10 hours on Wednesday

10 hours on Thursday

10 hours on Friday

10 hours on Saturday

Jones is credited with 8 hours on Labor Day as part of the basic work week and with 8 hours of compensatory time on Saturday. He is not charged with sick leave on Tuesday.

3 Jones works 10 hours on Sunday

10 hours on Monday, which is Labor Day

10 hours on Tuesday

No work remainder of week.

Eight of the 10 hours worked on the holiday will be reported on AMS-152 for premium pay. To complete the 40 hours basic work week, 10 hours compensatory time or annual leave should be charged.

4 Jones works 10 hours on Sunday

10 hours on Monday

10 hours on Tuesday

O hours on Wednesday

5 hours on Thursday

8 hours on Friday (a holiday)

Five of the 8 hours worked on the holiday will be reported as ordered overtime on ANS-152. The remaining 3 hours should be credited to the inspector as compensatory time.

- 4 <u>Distribution</u>. Unless otherwise instructed prepare in original and two copies and distribute as follows:
 - a Original and one copy to the local field office.

 The copy is returned to the inspector showing any necessary corrections made by the field office.
 - b The second copy is retained by the inspector until the other copy is returned from the field office, and then discarded.
- B Time Sheet for Commercial Inspection (FV-230-1)
 - Purpose. This time sheet is to be used as a basis for the preparation of billings against plants for services rendered under in-plant inspection (continuous or pack certification) and will indicate all time and expense for which the plant is to be billed.

Page 5 January 1956

- Preparation. Prepare with pencil or pen the original and three copies (see Distribution), and distribute on the last day of the billing period. Usually the billing period for Continuous Inspection is one calendar month and for Plant Inspection—Pack Certification is one—half a calendar month ending on the 15th and last day of the month. The form must be prepared for each billing period during which an inspector is assigned to the plant even though the inspector may be on leave for the entire billing period. This form should remain in the plant and be readily accessible to each inspector who is assigned to the plant during the billing period.
 - a Opposite <u>Dates</u> enter the day of the month under the appropriate day of the week. Enter all dates covered by the report.
 - b Under Name enter the name of each inspector assigned to the plant during the billing period.
 - c Opposite the name of each inspector enter daily the number of hours actually worked. Do not include time for which an applicant other than the plant is to be charged. Report only actual hours worked on a holiday followed by the letter "H." At the end of each week each inspector shall enter under the appropriate day(s) any annual or sick leave taken during the week as indicated by his Bi-Weekly Time Sheet. This entry shall show the number of hours leave taken followed by the letter "S" if sick leave, and "A" if annual leave taken. If leave is taken on a day that work was performed then the hours leave shall appear immediately above the hours worked (e.g., 45 indicates four hours worked and four hours sick leave taken).
 - d Under Total at the end of each week show the total actual hours worked. Do not include any leave taken.
 - e Under <u>Night Differential</u> at the end of each week show the total hours for which night differential is to be allowed.
 - f Complete the section under Summary for Period at the end of the billing period. Enter "O" when no other entry applicable.
 - (1) Show under <u>Total Hours</u> the total hours actually worked. Do not include any credits for holidays.
 - (2) Show under <u>Night Differential</u> the total allowable hours worked during the night differential period.

- (3) Show under "Worked on Other Assignments" the total hours for which an applicant other than the plant is to be charged. Include time chargeable to a Government agency for supervision of loading or other authorized related services.
- (4) Under "Leave Taken" show the total hours annual, sick and compensatory leave taken during the billing period. 1/
- g Show under "Quantity inspected at plants under plant inspection-pack certification" the total quantity inspected at any plant operating under such arrangement during the billing period. Show frozen or dried as pounds and canned fruits and vegetables as cases. For other products contact the field office for instruction on the units on which to base the report. Usually the quantity inspected will be the quantity packed since we inspect all products packed. Do not make an entry in this section at plants operating under continuous inspection.
- h Show under "Remarks" any expenses incurred during the billing period including reporting expenses from last post of duty. List each type of expense (mileage, per diem, etc.) separately. Also show under "Remarks" where time reported in column under "Worked on Other Assignments" was worked.
- i The Inspector-in-Charge at the plant should sign on the line above "Inspector-in-Charge." Before signing the Inspector-in-Charge should make certain that the report is correct and includes all time and expenses against the plant.
- 3 <u>Distribution</u>. Unless otherwise instructed by your District Supervisor, prepare in original and three copies and distribute as follows:
 - a Original to local field office.
 - b One copy to plant management, if desired.
 - c One copy to District Supervisor.
 - d One copy to inspector's file.
- 1/ The Compensatory Leave column may or may not be used at the discretion of the District Supervisor.

U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
FRUIT AND VEGETABLE DIVISION

BI-WEEKLY TIME SHEET

NAME OF INSPECTOR

John H. Doe REPORT FOR PAY PERIOD

From Dec. 18

To Dec. 31, 1955

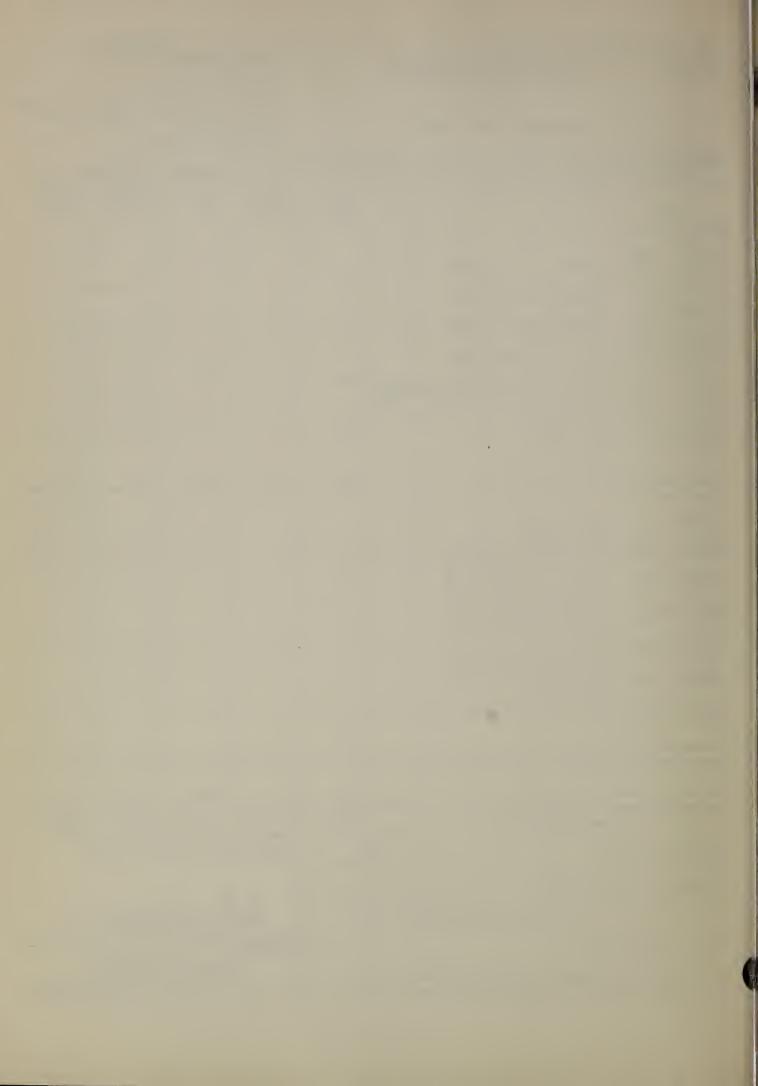
NAME OF PLANT

ABC Canning Co.

INSTRUCTIONS: Submit two (2) copies of this form to the supervising inspector at the plant, for approval and forwarding to the field office.

Cannersville Mervland

tor at the plant,	at the plant, for approval and forwarding to the field office.							Cannersville, Maryland					
			TII	ME			ACTUAL	HOUR		HOURS OF	INCLUDED	OVERTIME	
DAY	IN	OUT	IN	OUT	IN	OUT	HOURS WORKED	FOR NI	GHT	LEAVE TAKEN	IN FIRST 40 HOURS	HOURS WORKED	
Dec. 1955							WORKED	DIFFERE	NTIAL			WONRED	
Sunday 18													
Monday 10		12:00					_				d		
monday 19	A	N	P	P			8	ļ			8		
Tuesday 20	P	6:00 P	P	P			7	2			7		
Wednesday 21	A.	01:00 P	P	P			7				7		
Thursday 22	10:00 A	P	P	3:00 P			4			25	6		
Friday 23	A	0 1:00 P	P	6:00 P	7:00 P	9:00 P	9	2			9		
Saturday 24	9:00 A	12:0 N	þ				3				3		
First Week Total							38	4		25	40		
Sunday 25													
Monday 26H	A	12:00 N					3				8		
Tuesday 27	9:00 A	12:00 N	1:00 P)5:00 P			7				7		
Wednesday 28	9:00 A	12:00 N	1:00 P	5:00 P			7				7		
Thursday 29	2:00 P	6:00 P	7:00 P	9:00 P			6	2			6		
Friday 30	8:00 A	12:00 N	1:00 P	6:00 P			9				9		
Saturday 31	9:00 A	1:00 P					4				3	1	
Second Week Total							36	2			40	1	
Pay Period Total							74	6		25	80	1	
co	MPENSA	TORY T	IME				HOURS			that this			
Brought forward				28	3			all respect					
Worked this pay period						1.							
Total for this pay period					2	9	1	lak	mHE	Soe			
Used this pay period							0	APPROVI	- (SIGNATURE OF INSPECTOR)				
	Balan	ce at	end of	pay pe	eriod	.2	9	SUPERVISING INSPECTOR)					
A S R I - W A S H							· · · · · · · · · · · · · · · · · · ·			Page	8 - Janu	ary 1956	



FORM FV-230-1 (11-29-55)

U. S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE DIVISION

NAME OF PLANT

ABC Canning Co.

Cannersville, Maryland

TIME SHEET FOR COMMERCIAL INSPECTION

NOTE: Record all time in hours.									D	ece	mbe	r l	-31	, 1	955					
			S	М	T	W	T	F	S	TOTAL	NIGHT	S	М	Т	W	T	F	S	TOTAL	NIGHT
	NAME	DATES					1	2	3	HOURS	DIFFER- ENTIAL*	4	5	6	7	8	9	10	HOURS	DIFFER- ENTIAL*
1.	John H. Doe						9분	7		16½	$1\frac{1}{2}$		8	9	8	8	6	4	43	
2.	Henry M. Moe						9	7		16	1		8	8	8	8	6	3	41	
3.																				
4.																				
5.																				
	NAME	DATES	11	12	13	14	15	16	17			18	19	20	21	22	23	24		
1.	John H. Doe			6	7	7	9	8		37					7	6	9	3	25	4
2.	Henry M. Moe			6	7	7	7	7	3	37			8	10	7	6	10		41	5
3.	Richard C. Roe		.,								, , , , , , , , , , , , , , , , , , ,		8	9	7	6	9		39	2
4.														,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
5.																				
	NAME	DATES	25	26	27	28	29	3 0	31											
1.	John H. Doe			3H	7	- 7	6	9	3	35	2				_					
2.	Henry M. Moe				8	7	6	8	5	34	1									
3.	Richard C. Roe				8	7	6	8	5	34	1									
4.																				
5.																				
	SUMMARY FOR PERIOD (TOTAL HOURS)																			

WORKED AT ABOVE PLANT LEAVE TAKEN (HOURS) NAME WORKED ON OTHER ASSIGNMENTS TOTAL NIGHT COMPEN-SICK DIFFERENTIAL* SATORY 12/19-20 - 16 Hours 2 156호 7호 1 John H. Doe 2. 7 Henry M. Moe 169 З. 3 Richard C. Roe 73 4.

Quantity inspected at plants under plant inspection - pack certification _

26,810 cases

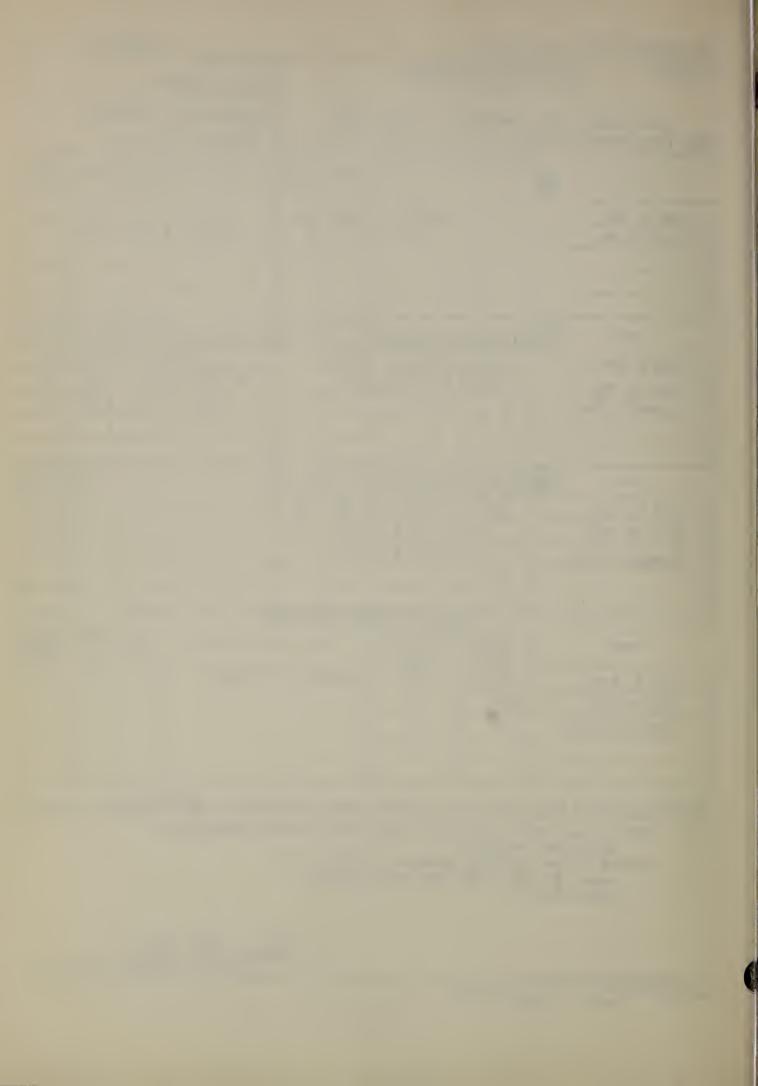
REMARKS

5.

John H. Doe worked 2 days (Dec. 19-20) on inspection assignment at Baltimore, Maryland.

Richard C. Roe reporting expenses 220 miles @ 5¢ equals \$11.00; 2 days per diem @ \$12.00 equals \$24.00.

Henry M.



- A Assurance Guaranteeing Payment for Services Rendered, Some type of assurance guaranteeing payment for inspection costs should be obtained when any doubt exists about the ability or willingness of the applicant to pay for services rendered. Payment in advance may be required, if deemed advisable, for official inspection of specific lots or on applicant submitted samples. The Regulations which govern inspection make it permissible to require an advance of funds or a suitable surety bond as a guarantee of payment for inspection services rendered. In order to place and maintain collections on a sound basis, inspectors in charge of offices are instructed as follows:
 - 1 New Applicants for continuous inspection or plant inspectionpack certification will be required to:
 - a furnish a surety bond acceptable to the Department in an amount to cover an estimated two months' billing or, for estimated periods of service of less than two months, require the full amount of estimated billings for the period;

or

make an advance of funds to cover an estimated two months! billing or, for estimated periods of service of less than two months, the full amount of estimated billings for the period. When an advance of funds is obtained it should be transmitted to your Washington office for deposit in a Suspense Account where it will be held until all bills are paid. Refunds will be made upon request as soon as all bills are paid. If the bills are not paid within a reasonable length of time after billing, the advance of funds will be drawn upon to satisfy the bills and any balance will be refunded to the applicant;

or

furnish a guarantee from a bank giving assurance that bills for inspection service will be paid by the applicant concerned. The bank guarantee should be in the form of a letter from the bank (verbal assurance is not sufficient).

The supervising office should advise both the Washington and District offices as to the kind and amount of guarantee received. In the case of letter agreements for plant inspection-pack certification, this information should be typed at the top of the Washington and District office copies. In the case of continuous inspection contracts, the Washington office should be advised by memorandum. with a copy to the District office.

- 2 Companies now utilizing continuous inspection or plant inspection-pack certification who do not pay their bills promptly will be required to comply with a above. These companies should be approached tactfully and diplomatically concerning furnishing surety bonds or making an advance of funds or having their bank give assurance that the bills will be paid promptly.
- Companies now utilizing in-plant inspection service, who have in the past paid their bills promptly and their financial standing is good should not be required to comply with a in l above. Also, in the event these companies with such a good standing wish to extend the service to additional plants, they should not be required to comply with a in l above in order to receive the additional service.
- Inspectors—in-charge should be aware that prepayment of inspection fees may be required in any instance involving a lot or submitted sample inspection where there is sufficient reason to question the willingness or ability of the applicant to pay the inspection fee. Inspectors—in-charge must be alert to sift out the applicants who are not likely to pay the fee and require such applicants to furnish certified checks in advance of inspection to cover the inspection costs for services requested.

B Execution of Surety Bonds.

1 The applicant should have the bonding company execute the surety bond form (FV-358) in sufficient number of copies to furnish the officer-in-charge one copy in addition to the original. Names may be typed in on the copies, if preferred, and only the original manually signed. Surety bond forms will be supplied by your District office on request. On receipt of the executed form, the officer-in-charge should check it to see that it has been properly executed.

2 Executing the Surety Bond Form.

- a Most bonding companies place a serial number at the top of the face of the bond form. This is useful for identification, but is not essential to approval of the bond.
 - b The name of the processor furnishing the bond is to be shown as principal, on the first line on the face of the bond form.

Examples:

(Corporation; or association incorporated as a cooperative)

> California Consumers Corporation 230 %. Jefferson Blvd., Los Angeles, Calif.

(Individual doing business under an unincorporated firm name)

John H. Jones, d/b/a Sunset Fruit Products P.O. Box 95, Atwater, Calif.

(Individual doing business solely under his own name)

D. F. McPherson
P. O. Box 8, Indio, Calif.

(Partnership)

Joel G. Cleugh, David A. Cleugh and Timothy W. Cleugh, co-partners d/b/a Cleugh's Rhubarb Ranch
P.O. Box 96, Paramount, Calif.

- c The name of the bonding company and the State in which incorporated should be shown on the third and fourth lines.
- d On the reverse side of the form spaces are provided for the signature and address of the individual principal, or for the signatures and addresses of the partners in a partnership. All partners must sign. The signatures of witnesses serve to authenticate the signatures of the principals in case of subsequent death or unavailability of the latter.
- e Where the principal is a corporation, the name and address of the company should appear in the spaces provided, with the signature and title of the officer eigning for the company. The officer's signature need not be attested by a witness if the certificate as to Corporate Principal is executed.
- f The name and business address of the surety company should be entered in the spaces provided, followed by the signature of their agent as attorney-in-fact. The signature of the latter should be attested by a witness and the agent's corporate seal affixed.

- g Corporations should execute the Certificate as to Corporate Principal which should not be omitted.
- h: In case of any doubt, consult the nearest representative of the General Counsel's office.
- Checking Authority of Attorney-in-Fact. On receipt of the executed bond form and after determining that it has been properly executed, the officer-in-charge should mail the original to the Treasury Department in Washington for checking to determine (a) whether the surety company is licensed by the U. S. Treasury Department to conduct a surety business in the State, and (b) whether the attorney-in-fact is authorized to execute bonds for the surety company for the amount involved. The bond should be accompanied by a letter which may be worded somewhat as follows:

"Surety Bonds Eranch
Bureau of Accounts
U. S. Treasury Department
Washington 25, D. C.

Dear Sirs:

Will you please check the enclosed surety bond as to jurisdiction of the bonding company and authority of the executing attorney-in-fact, and return to (name and address of officer-in-charge)."

On approval and return of the bond by the Treasury Department, the officer-in-charge should mail the copy to his District office, retaining the original in his files.

4 Expiration of Surety Bond.

The surety bond has no stated termination date, but remains in effect until all indebtedness to the Department by the applicant has been liquidated, but may be terminated as to any future liability by the Department or by the bonding company under conditions laid down in the surety bond form. Unless terminated, the applicant may keep the bond in effect from year to year by maintaining the premium payments.

Bonding companies are required by law to notify the beneficiary when the bond will expire or has expired. It will be the responsibility of the officer-in-charge, however, to see that the bond remains in force each year, if required, as a guarantee of payment for services rendered.

C Action to Take in Case of Non-Payment of Bills. Invoices for continuing services should be prepared promptly at the end of each billing period or in accordance with the agreement for the service.

Tardy accounts should be watched closely to see that they do not become delinquent. Contractual service may be discontinued for non-payment of bills by giving the applicant one day's written notice. Field offices cannot cancel contracts for continuous inspection.

This is done by the Washington office (when necessary) and is based on recommendations and facts furnished by the field office. Field offices may withdraw inspectors for non-payment of bills, however, by giving the applicant one day's written notice.

Advance of Funds. In the case of an advance of funds against contractual work it is necessary to remind the applicant concerning unpaid bills before the advance of funds is exhausted. If the advance of funds is sufficient to cover the entire period of service, as in a short assignment, it is not necessary to bill the applicant until the period of service is completed.

If the advance of funds is not sufficient to cover the entire period of service, the applicant should be reminded of the unpaid bills approximately two weeks before the advance is exhausted. If the bills are not paid promptly or additional funds advanced, the service should be discontinued before the funds are depleted by giving the applicant at least one day's notice in writing.

- Surety Bonds. In the case of a surety bond, the applicant should be reminded of unpaid bills prior to the expiration of two months of unpaid bills, or for periods of unpaid bills covering less than two months, if the surety bond is insufficient to cover that amount. In such cases, the applicant should be given approximately two weeks' written notice to the effect that it will be necessary to recommend to your Washington office that the service be discontinued and the contract cancelled if the bills are not paid at once.
- 3 Other Forms of Guarantee. In the case of other suitable assurance of payment of bills, consult your Washington office for advice if the bills are not paid promptly after rendering the bill.

4 Where Assurance Guaranteeing Payment Has Not Been Obtained.

a In-plant Inspection.

- (1) If payment is not received within a reasonable time (approximately 10 days after the date the applicant should have received the invoice), tactfully remind the applicant by personal contact, telephone or letter, of this fact and ask for a prompt remittance. A notation of each such reminder should be made on the office copy of the fee bill.
- (2) If payment has not been received after the lapse of another approximately 10 day period, again notify the applicant that the invoice is still unpaid and that immediate remittance must be made. Wherever possible contact should be made in person or by telephone (confirmed by letter), and every attempt should be made to collect immediately. If deemed advisable the applicant may be warned that this is a final notice and if payment is not received promptly service will be terminated and the account forwarded to Washington for collection. Service may be discontinued by giving the applicant one day's written notice for non-payment of bills.

b Commercial Inspections (Lot, Sample, or Other Miscellaneous Services).

- (1) Regular users of the service who have always paid their bills and are believed to be financially sound may be allowed not to exceed 30 days after billing before reminding them of the unpaid account. If payment is not received within 10 days after such reminder, the applicant should be contacted in person or by telephone, if possible (confirmed by letter) and every attempt made to collect immediately. If deemed advisable, he may be warned that unless payment is received immediately no further service will be rendered and bills will be forwarded to washington for collection.
- (2) Accounts of new or little known applicants whose credit standing is presumed to be good should be handled as described in the above paragraph, except that no more than 10 days after receipt of the bill should be allowed before reminding the applicant of his unpaid account.

- (3) Where there is a doubt as to the applicant's willingness or ability to pay, payment in advance may be required as authorized in the Regulations.
- Porwarding Unpaid Bills to Washington. If payment is not forthcoming after the above procedure has been followed, the unpaid bill
 should be forwarded to Washington without delay, unless you obtain
 approval from the Washington office to hold the unpaid bill longer.
 If response is received from the applicant indicating that the bill
 will be paid within reasonable length of time, this information
 should be transmitted to your Washington office with copies of other
 pertinent correspondence. Bills forwarded to Washington should be
 covered by a letter of transmittal outlining all efforts (in person
 or by telephone) that have been made to collect the amount due,
 together with duplicate fee bills, copies of all letter requests for
 payment and copies of any letter agreements or written requests for
 the service.

The above instructions apply primarily to inspections for commercial applicants. State or city purchasing agencies, hospitals and other public institutions are generally good credit risks and may be allowed considerably more leeway than commercial applicants.

- Applicants Holding Government Contracts and Who Have Not Paid Inspection Bills. If a person, firm or organization having an unpaid bill that appears uncollectible or has been forwarded to Washington for collection, receives a Government contract, the Washington office should be advised of this fact at once. This letter should give all pertinent details, including full name of person, firm or organization, amount due, the name of Government agency that issued the contract, contract number and commodity it covers. If the unpaid bill has not already been mailed to Washington, this should be done according to procedure as outlined under D above.
- F Checks Received Covering Bills Previously Forwarded to Washington,

If a check is received covering an unpaid bill previously forwarded to Washington, a Certificate of Deposit should not be made but the check should be forwarded to your Washington office. A covering letter should be attached to the check giving all the information necessary for application of the check to the proper unpaid bill. The following statement should be entered in caps at the bottom of all such letters: "IF THIS CHECK IS REMOVED FROM THIS LETTER CALL MR. F. L. SOUTHERLAND, FRUIT AND VEGETABLE DIVISION AT ONCE." The Washington office will deposit the check in the proper fund and the field office will be advised to take credit for the collection on the next monthly report.

Bad Debt List, Periodically a "Bad Debt List" is issued by the Washington office, consisting of those accounts which have been forwarded to Washington for collection. The list is made up in two parts: the first showing those companies which are still "going" concerns but have become delinquent in payment of bills, and the second showing those companies that have been declared bankrupt or placed in the hands of receivers. The Bad Debt List shows the name of the company, its location, the amount owed, and to which of our offices the money is due. When a deletion, correction, or addition is to be made to the list, the Washington office will issue a memorandum giving the information necessary for the revision of the list. It is important to keep the list up to date. Any status change of old or delinquent accounts in your office should be called to the attention of the Chief of the Branch immediately.

Inspection service should be refused to any firm on the "Bad Debt List" until the delinquent amount is paid, unless costs are to be charged to another party (for example, the Army) with established credit.

A <u>Purpose</u>. Form SF-201, Certificate of Deposit, is for use in depositing collections received in payment of inspection fees and expenses. The letter of Transmittal of Remittances is for use by field offices located in cities that do not have a Federal Depositary.

B Deposit and Custody Requirements.

Department Regulations require that collections be deposited or transmitted for deposit within 24 hours if practicable but in every case within one week after receipt of such funds. The date checks are received shall be recorded immediately either by proper notation on the office copy of fee bill or entry in the Ledger Record. If circumstances prevent either of the above entries being made immediately, the date check is received shall be marked on the envelope as a temporary control measure. Checks held in the office must be kept in a safe or locked compartment in accordance with the requirements outlined in AMS Instruction No. 401-1.

In addition to the Departmental Regulations, Branch policy requires that collections be deposited or transmitted for deposit on the last working day of each month. This is also particularly important on the last working day of the fiscal year.

2 Procedure.

a General. AMS Instruction No. 422-1, Revision 1 entitled,

"Direct Deposits to Federal Reserve Banks, Their Branch, or General Depositaries,"

gives the step-by-step procedure to be followed in depositing collections received. It sets forth the procedure in detail and, therefore, only the specialized provisions affecting Processed Products Inspection offices are covered in this Manual.

It will be noted that AMS Instruction No. 422-1,
Revision 1, requires the maintenance of a collection
register. Present ledger records may serve as a suitable
collection register as further provided in Section 7
of this Manual.

As instructed in Section 2, Part 1, checks should be made payable to "Agricultural Marketing Service." However, checks drawn to the order of the "Treasurer of the United States," "U. S. Department of Agriculture," or in a similar impersonal manner, will be accepted.

Employees are cautioned not to accept cash or checks made out to parties other than the Government, as such procedure will require that the employee be bonded.

b <u>Depositing Remittances</u>. Checks or money orders received in payment for inspection services are deposited in Federal Reserve banks or branches or in other designated depositaries. A list of depositaries is appended as Exhibit A to AMS Instruction No. 422-1, Revision 1.

Remittances should ordinarily be deposited in the depositary in the same city where the inspection office is located. Several western offices, however, forward checks to the San Francisco office for deposit, while a number of offices located in cities or towns without a designated depositary send their checks to Washington.

Funds to be Credited With Deposits. All collections will be despoited to Trust Fund Account No. 12X8015(25) A/R with the following exceptions: .1200(B)

Florida: All collections credited to 12X8015(25)(A/R)

Puerto Rico: All collections credited to 12X8015(25)(A/R)

Virginia: All collections credited to 12X8015(25)(A/R)
.2087

It is important that all Certificates of Deposit and Letters of Transmittal show the correct trust fund account number. The letter (B) in "1200(B)" is of particular significance as it denotes <u>Processed Fruit</u> and Vegetable funds.

d Certificates of Deposit and Letters of Transmittal.

Certificates of Deposit (Standard Form 201) will accompany all checks to a depositary for deposit.

Letters of Transmittal will accompany all checks sent in to Washington or to San Francisco to be deposited. In these cases the Certificates of Deposit will be prepared in Washington and San Francisco, respectively.

(1) <u>Certificates of Deposit</u>. Follow instructions as specified in Instruction No. 422-1, Revision 1, and AMS Notice 271, as illustrated by Sample No. 1 attached to this section.

Certificates of Deposit are prepared in the same manner by the San Francisco office (Sample No. 2), but in addition each should show a sub-code series number immediately below and to the left of "Total Deposits" to identify its own collections and those which have been forwarded to San Francisco for deposit by other offices. A separate Certificate of Deposit should be prepared and a separate sub-code series maintained for each office which forwards its collections to San Francisco. The "FV" series in the "Deposit No." block should be kept consecutively regardless of whether collection was local or received from another office.

The Certificate of Deposit is to be prepared in original and four copies. Any copy from a blank set of SF-201 may be used as the quintuplicate copy, and must be marked "quintuplicate." All but the quintuplicate are sent to the depositary with the remittances attached. The depositary will forward the original to the Treasury Regional Office, and will receipt and return the triplicate and quadruplicate copies to the depositing office. The latter will forward the triplicate copy to the "Budget and Finance Division, AMS, USDA, Attention: Chief, Fiscal Branch, Washington 25, D. C., " retaining the quadruplicate copy for its files.

At the same time the depositing office will mail the quintuplicate copy to "R. M. Smith, Fruit and Vegetable Division, ALS, USDA. Washington 25. D. C." The date of credit by the depositary shall be entered on this comy before it is forwarded to Mr. Smith. Sufficient care should be taken to make sure that this quintuplicate copy is clearly legible because it is the basis for our internal fiscal controls and records. It is especially advisable to check each dollar amount for legibility because numbers usually cause the most difficulty in reading carbon copies. Unless each dollar amount is unmistakeably clear and legible, it should be re-typed or entered in ink next to the illegible or partly legible number.

Even though fiscal instructions require that deposits for services rendered during the prior fiscal year be so identified with the appropriate fiscal year, this need not be observed since Branch policy does not require that the fiscal years be separated for commercial collections.

(2) <u>Letters of Transmittal</u> accompanying remittances to Washington should contain the essential information shown in Sample No. 3 and in addition may show an identifying code series number if desired by the transmitting office for its own records.

Letters of Transmittal to Mashington should be prepared in original and three copies, the third copy retained by the transmitting office and the others mailed with remittances attached, to "Chief. Fiscal Branch, Budget and Finance Division, AMS, USDA, Washington 25, D. C." The latter will receipt the two copies and forward one to the Administrative Officer of the Fruit and Vegetable Division and the other to the transmitting office.

Western offices which transmit collections to San Francisco for deposit should prepare a similar Letter of Transmittal in triplicate and forward the original and one copy to the San Francisco office, which will receipt the copy and return it to the originating office.

e Endorsements and "No Protest" Statement.

Offices which transmit checks to a depositary with a Certificate of Deposit should follow instructions regarding endorsements and "no protest" stamp in AMS Instruction No. 422-1. Revision 1.

Checks forwarded to Washington or to San Francisco with a Letter of Transmittal need not bear either the endorsement or the no protest statement, since these will be added by the office making the deposit.

SAMPLE NO. 1

Certificate of Deposit for Checking Account

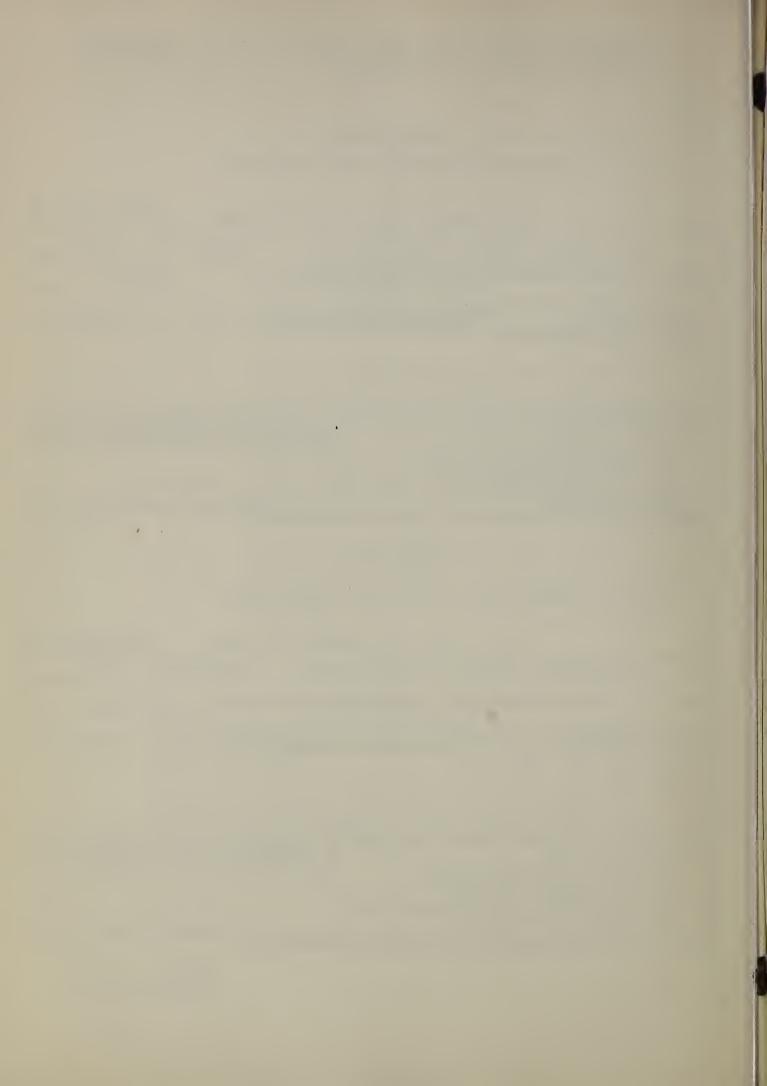
(Name, title, and die deposited with Federa	THIS DEPOSIT IS NOT SUI cury Regional Office, Wash., D. bursing or other identification symbol of accountable of 1 Reserve Bank, Chicago, Illi (Name and location of depositary SCHEDULE NOS.	C. July 22, 195 (Date sent) nois	Washington, D. C. DEPOSIT NO. FV-1 \$ 872.98			
for accounts listed below	- (03 (-0.0 S)	AMOUNT				
12%015 (25) A/R .1200 (B)	\$872.98					
Agricultural U. S. Departm	darketing Service	SPACE BELOW TO BE USED BY DEPOSITARY ONLY. I certify that the above amount has been received for credit in the account of the Treasurer of the Usited States on the date shown subject to adjustment for uncollectible items included therein.				
Fruit and Veg	stable Division stoms House, 610 So. Canal St	(Authorized signature) (Date of credit in Treasurer's account)				
DEPOSITARY WILL DATE, S	ign, and beturn this to depositor for hi		16—59686b-1 GPO			

SAMPLE NO. 2

Certificate of Deposit for Checking Account

For credit 300 Treas	THIS DEPOSIT IS NOT SU ury Regional Office, Wash., I bursing or other identification symbol of accountable). C. July 22, 19	Washington, D. C DEPOSIT NO. FV-23			
deposited with Feder	al Reserve Bank, Sen Francisc (Name and location of depositar		\$1.739.42			
for accounts listed below.	SCHEDULE Nos. =	SO-7				
ACCOUNT SYMBOL	THE STATE OF THE S		AMOUNT			
12 X8015 (25) A/R .1200 (B)	\$1,739.42					
Agricultural U. S. Departm	Marketing Service	SPACE BELOW TO BE USED BY DEPOSITARY ONLY I certify that the above amount has been received for credit in account of the Treasurer of the United States on the date she subject to adjustment for uncollectible items included therein.				
223 Old Mint San Francisco	etable Division Bldg Mission Streets 3, California	(Authorized signature) (Date of credit in Treasurer's account)				
		, , , , , , , , , , , , , , , , , , , ,				

DEPOSITARY WILL DATE, SIGN, AND RETURN THIS TO DEPOSITOR FOR HIS RETAINED COPY



SAMPLE NO. 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Processed Products Inspection Service
P. O. Box 102, Weslaco, Texas

April 22, 1955

TO:

Director, Budget and Finance Division, AMS, USDA Attention: Chief, Fiscal Branch, Washington, D. C.

FROM:

Processed Products Inspection Service, AMS, USDA

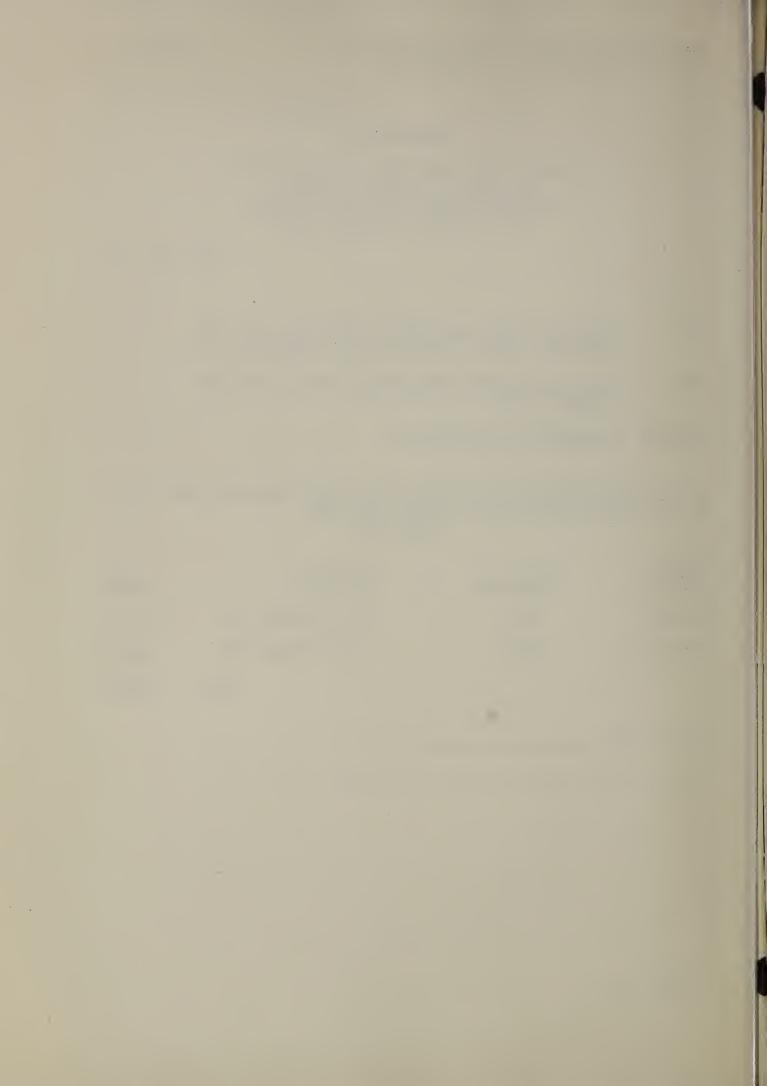
Weslaco, Texas

SUBJECT: Transmittal of Remittances

Transmitted herewith are the following listed remittances for deposit to the credit of Trust Fund 12%8015 (25) A/R:
.1200 (B)

Date			
Date of Item	Check No.	Remitter	Amount
4/15/55	5682	Knapp-Sherrill Co.	\$100.28
4/21/55	15657	Alamo Products Co.	261.80
		Total	\$362.08

Received	ру	-		
Date			 	



A General. Some Government agencies, such as the Quarter aster Inspection Service, U. S. Department of Agriculture, Processed Products Inspection Service and Commodity Stabilization Service use forms on which requests for inspection are made and on which space is provided for reporting the time and expenses devoted to or charged against the assignment. These forms are used for convenience in carrying out the inspection assignments by field offices and to assist the Washington office in preparing billings against the Federal agency to which service is rendered. Some Federal Government agencies do not utilize any special form in making requests for inspection. They make inspection requests by letter or telegram or by telephone or in person. Written confirmation should be obtained when request is made by telephone or in person.

When an inspection request is received from a Federal agency for which we do not normally make inspections, the inspector-in-charge of the field office should check with the requesting agency or with his (inspector's) Mashington office to make sure that funds are available to pay for the inspection.

When typing either FV-440 or QiIISC 1019 (formerly NYQPMO-442), make certain that the original is an original on both sides and does not have carbon copy entries on the reverse of the original.

Fairness and Accuracy of Charges. These forms serve as a basis for interchinge of funds between our Division and the requesting agency, and are subject to close scrutiny at several points before being approved for payment. Therefore, all charges listed should be accurately checked and substantiated prior to the time the Washington office bills for services in order to avoid confusion and embarrassment. If it is necessary to take an unusual appearing charge, whether seemingly excessive or inadequate, an explanation of such charge should be tade at the bottom of the form under "Explanation (if any)." If there is any question regarding justification for the assessment of charges for a particular service, consult your Washington effice before listing it.

B Forms of Inspection Request.

1 Form FV-140. Form FV-140 must be prepared when an inspection request is received from any Federal Government agency other than the Quartermaster Inspection Service and the cost of inspection is charged to the agency. Then the vendor requests inspection of a lot to be offered on a contract with a Federal agency, it should be billed as a regular commercial inspection unless otherwise specified by written confirmation from the Government agency.

PREPARATION OF BILLINGS FOR GOVERNMENT AGENCIES SECTION 6
GOVERNMENT AGENCY INSPLCTION REQUESTS (FORM FV-440; QMISC
FORM 1019 (FORMERLY NYQHPO-442): FORM CSS-18 AND OTHER MODES OF REQUEST)

Inspections for Veterans' Administration.

- Requests for inspection of canned and related processed products for the Veterans' Administration originate with that agency but, unless otherwise indicated, are billed to the vendor. In such cases Washington fills in the front side of Form FV-440 for the information of the field office, which bills the vendor on Form FV-376.
- b Requests for inspection of <u>frozen</u> products are largely at the discretion of the Veterans' Administration field installation. These requests are usually received by the Processed Products inspection office in the form of a copy of the purchase order. The inspection office handles the assignment and prepares the front side of FV-440 on the basis of information contained in the copy of the purchase order.
- 2 QMISC Form 1019 (Formerly MYQUPO-442). QMISC Form 1019 is used by the Quartermaster Inspection Service when making inspection requests covering deliveries offered for purchase by the Department of the Army. The front side of Form 1019 shows the specification applicable and details of the service requested, and is designated as Form 1019-1. The reverse side, designated as Form 1019-2, provides space for the listing of charges and expenses. Some inspection offices may continue to receive inspection requests on Form NYQNPO-142, When requests are made on either form they must be signed by an authorized representative of the QMIS. Each field office is furnished with an up-to-date list of authorized representatives of the QMIS. Detailed Instructions on the face of the request regarding inspection requirements and distribution of certificates should be followed carefully unless they are in conflict with instructions issued by your Washington office or contrary to policies of the Processed Products Standardization and Inspection Branch. (See further in this Section for completing QMISC Form 1019-2.)
- Form CSS-18 (Formerly TW-42) Request for Commodity Inspection.
 Form TW-43 Sampling Report.
 - a Form CSS-18 is prepared by the Transportation and Storage Services Division or by CSS Commodity offices when requesting inspection. An original and three copies will normally be furnished to the inspection office.

On completion of the assignment, the officer—in—charge of the inspection office fills in the blank spaces at the bottom of the form and returns one copy, attached to the inspection certificate, to the CSS office requesting the inspection. The inspection office retains a copy and mails the original and two copies to the Processed Products Washington Office, accompanied by the original and one copy of Form FV-1440. Our offices need not concern themselves with the blanks on the reverse side of Form CSS-18. (See AMS Instruction No. 913-1.)

b Form TW-43 - Sampling Report is prepared in cases where entire unit containers are taken from the lot for inspection, in order to account for the reduction in inventory. It is not prepared in cases where only small sample quantities of the product, such as honey or tung oil, are drawn from large containers.

Form TW-43 is prepared by the inspection office in original and three copies. The original and one copy are mailed to the CSS commodity office which requested the inspection, together with the inspection certificate and a completed copy of Form CSS-18, as instructed above.

Most of the headings are self-explanatory. The "Funds of Purchase" is copied from Form CSS-18, if shown. Show the number of man-hours (in multiples of not less than 1/2 hour) of warehouse labor required to draw, open and close sample containers and otherwise assist in the sampling, but not including time required to replace sample cases in the stacks.

C Preparation of Front Side of FV-440.

- 1 Number of Copies to Prepare.
 - a Original and 2 copies when charges are assessed to any Government agency other than the Department of the Army.
 - b Original and 4 copies when charges are assessed to the Armed Services.

PREPALATION OF BILLINGS FOR GOVERNMENT AGENCIES SECTION 6
GOVERNMENT AGENCY INSPECTION REQUESTS (FORM FV-440; QMISC
FORM 1019 (FORMERLY NYQLPO-442); FORL CSS-18 AND OTHER MODES OF REQUEST)

2 Heading Entries.

- a Enter the OFFICE NUMBER above the space for "Contract Number." (See Section 7, LEDGER RECORDS.)
- b "Date," "Contract No.," "Reference No.," and "Purchase Order No." headings are self-explanatory.
- c "TO" -- Enter the name and address of the OFFICER-IN-CHARGE to whom the request is made.
- d "INSPECTION REQUESTED BY" -- Enter the name of the person making the request, the Government agency for which application is made and its address.
- e "OFFERED FOR DELIVERY BY" Enter the name and address of the contractor.
- f "LOCATED AT" -- This is for use when the merchandise is located at an address other than that of the contractor. If the merchandise is located at the address off the contractor, simply write in the word "Same."
- g "QUANTITY & PRODUCT" -- Enter the quantity, container size and name of the product and include style, such as "cream-style corn" or "whole beets."
- h "DELIVERY TO BE LADE TO" Enter the name of the organization receiving the merchandise and its location, such as Ogden General Depot, Ogden, Utah.
- i "TO MEET QUALITY REQUIREMENTS OF" Enter the quality and any other pertinent requirements of the product, such as, for example, "Grade B or better, Federal Specification JJJ-B-151c, green, Type I, Style V, Size 4."
- j "LOADING" -- Place an "X" in the appropriate box.
- k "CHARGES TO BE ASSESSED TO" -- Enter the name of the Government agency which is to pay the bill.
- 1 "FORWARD CERTIFICATES TO" -- Enter the distribution of certificates, as requested, unless contrary to instructions from your Washington office.
- m "MARKINGS" -- List markings as specified by applicant.
- n "SPECIAL INSTRUCTIONS" -- Insert any specific instructions pertinent to the assignment.

PREPARATION OF BILLINGS FOR GOVERNMENT AGENCIES

GOVERNMENT AGENCY INSPECTION REQUESTS (FORM FV-440; QMISC

FORM 1019 (FORMERLY NYQMPO-442); FORM CSS-18 AND OTHER MODES OF REQUEST)

- o "ISSUING OFFICE" -- Show the city and State of the office making up the request.
- p "BY" -- Type in the name of the officer-in-charge when made up in a field office. If made up in Washington, the name will be that of some member of the Washington staff in which instance, of course, the issuing office would be "Washington, D. C." All copies of FV-440 must be manually signed.

D Preparation of Statement of Expenses.

- Listing on Reverse Side of FV-440 and QMISC Form 1019. Upon completion of the inspection work, and after the FIRST FINAL or FINAL Certificate (See Section 1) has been written, the STATEMENT OF EXPENSES on the reverse side should be prepared from a working copy of the form which has been kept current with each inspection performed.
 - Telephone Calls and Telegrams. Under this heading show the date when the telephone call was made or wire was sent; point of origin, followed by the name of the person making the call; destination, followed by the name of the person receiving the call or wire. Use only the last name of the persons for identification. Place an "X" under "Phone" or "Wire," whichever may be applicable. The columns for "Amount" are self-explanatory. Do not make entries under "Words or Minutes."
 - b <u>Miscellaneous Expenses</u>. This is self-explanatory, except show after the entry a brief explanation such as "Express packing materials Army Lab., Phil."
 - c Transportation (By Train). This is self-explanatory, except that if there is any question as to the identity of the traveler that cannot be established under "Salary" you should show the last name of the traveler following the entry.
 - d Transportation (B_V Auto). This is the same as above, except that there is a column for prorated mileage. If the mileage is prorated, place an "X" in the column; if the mileage is not prorated, do not check the column. When mileage is prorated show only that portion of the mileage that is applicable to the particular contract in question.

e Per Diem. Per diem should be combined as a single entry for each person but should be itemized by days as shown by the following example:

Date Name No. of Days Per Day Amount 9/23-24-25/55 Bill Jones 1,3/4, 1/2 \$12.00 \$27.00

Salary. (1) Services performed each day by each inspector must be shown separately. (2) If an inspector performs travel, sampling and inspection on a contract, during the same day, it is not necessary to list sampling and inspection time separately, but report the total time as sampling and inspection. (3) Sampling and travel time when performed on the same day should be listed as sampling time. (4) Travel time should be listed separately when no sampling was accomplished on the date of travel. (5) In order to save space and typing, services may be listed as per the following examples:

EXAMPLE I Service Time Performed Given Per Hour Amount Date Name 9, 10 \$4.50 9/23-24/55 \$85.50 Bill Jones Sampling Inspection 8, 4, 9 9/25-26-27/55 Bill Smith 94.50 EXAMPLE II Service Time Performed Given Date Name Per Hour Amount \$4.50 9/23/55 Smplg. pkg. mat. 14 \$18.00 Bill Jones Smplg. & Insp. 45.00 9/24/55 Bill Jones EXAMPLE TIT

	111 111 111 111 111 111 111 111 111 11							
		Service	Time					
Date	Name	Performed	Given	Per Hour	Amount			
9/22/55	Bill Jones	Travel	8	\$4 .5 0	\$36.00			
9/23/55	Bill Jones	Sampling	12	11	54.00			
9/24/55	Bill Jones	Inspection	9	Ħ	40.50			
9/26/55	Bill Jones	Check loading	5-1/2	11	24.75			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		•	•					

g Total. Enter the total, in dollars and cents, of all amounts from "Telephone Calls" through "Salary." Time is charged in terms of hours and half-hours, but never in units of less than one-half hour.

h Fiscal Year Cut-off. It is imperative that all items of salary and expense reported on the "Statement of Expenses" be segregated by fiscal years when services rendered and expenses incurred on a specific request over-lap from one fiscal year to another. Separate FV-440's or Forms 1019 are not required for each fiscal year providing that the charges up to and including June 30 are listed separately from these assessed starting as of July 1. This is illustrated by the following example:

TELEPHONE CALLS AND TELEGRAMS

Date	From	From To		Phone	Wire	Words	Amount
6/23/56 7/5/56		Chicago (Austin) Fenn (Washi: Chicago (Luxford) Burk (Hammo		X X			\$6.40 3.25
		MISCELLANEO	US EXPENSES				
Date		<u>It</u>	em			Amor	unt
6/29 - 30/56 7/6/56		Typing extra copies of certificates 2 sets @ \$2.25 Typing extra copies of certificates 1 set @ \$2.25					.50 .25
		TRANSPORTATI	ON (By Auto)				
Date	Miles Rate	From	To	Pro	rated	Amor	unt
6/20/56 6/30/56 7/1/56	40 .07 82 .07 125 .07	Hammond, La. Hammond, La.	New Orleans,	La. iv	es 0		.80 .74
		,	and return		es	8.	•75
		SAL	ARY				
Date	Name	Service Pe	rformed Ti	me P	er How	<u>r</u> 4	Amount

Driving & Sampling

Driving & Sampling

Inspection

Inspection

6/20-21/56

6/29-30/56

7/1-2/56

7/5-6/56

Bill Jones

Bill Jones

Bill Jones

Bill Jones

\$4.50

4.50

4.50

\$31.50

40.50

38.25

49.50

PREPARATION OF BILLINGS FOR GOVERNMENT AGENCIES SECTION 6
GOVERNMENT AGENCY INSPECTION REQUESTS (FORM FV-440; QMISC
FORM 1019 (FORMERLY NYQNPO-442); FORM CSS-18 AND OTHER MODES OF REQUEST)

- that if Grade A is specified and the product is found to be Grade B, show under Grade "Fails A Meets B."

 If the merchandise is accepted by the Purchasing Officer, even though it does fail, then show "Fails A Meets B acpt. by Purch. Officer." The entry for merchandise which meets specifications should be entered as "Grade A" or "B," etc., or if there is no grade, then "Meets Spec." or "Meets." Since two columns have been provided, whenever possible list the certificates of acceptable merchandise on the left side and the merchandise which fails on the right.
- j Explanation. Explain any special circumstances which may contribute to an apparent excessive cost; for instance, explain if the time for travel seems excessive but was incurred because of weather conditions. Explain if unusual delay occurs in getting plant management to show you the lots for inspection or justify reason for any other delay. Indicate if large number of microanalyses or more than normal number of micro or other analyses were necessary.
- k Office. Show the city and State in which your office is located.
- 1 <u>Inspector.</u> To be signed by the Officer-in-Charge or the Acting Officer-in-Charge.
- of FV-440 or QMISC Form 1019 is inadequate for making the listings, including any appropriate explanations, a continuation sheet should be used. Insert the term "continued on attached sheet" after the last item under the individual heading on QMISC Form 1019 or FV-440. Insert "Continuation Sheet" at the top of a blank QMISC Form 1019 or FV-440 (a plain sheet of paper may be used in place of a blank FV-440 or QMISC Form 1019) which is to be prepared with the same number of copies as the original. Each copy of the continuation sheet should be stapled to a copy of the original QMISC Form 1019 or FV-440.
- 2 Special Methods of Assessing Charges.
 - When Inspection Charges are Assessed at Per Case Rate.
 When inspection charges are assessed at a per case rate
 (not the commercial rate, but the special case rate
 established by agreement with the particular agency), against
 a Government agency for inspections performed for such
 agency at plants operating under continuous inspection or
 plant inspection-pack certification entries on the reverse
 of FV-440 or QMISC Form 1019 should be as follows:

Under the salary heading of the inspection request list the date or dates of inspection and name of inspector in the usual manner. Cmit the time given and per hour rate as the time given will be unknown since the inspections will be made in connection with all duties and other inspections at the plant. Immediately beneath the inspector's name show the number of cases accepted by the Army with the rate of the inspection charge and place the total fee in the right hand column under the "Amount" heading.

The fee is calculated on the total quantities accepted on the contract; — not on individual certificate quantities.

The rate does not apply after the packing season is over and inspectors have been withdrawn from the plant. The usual hourly rate is applicable when inspectors have to return to the plant to bring inspections up-to-date. Also, additional charges at the regular hourly rate should be made for such services as checkloading, sampling of component packaging materials, preparation of reports and special analyses not usually performed in determining compliance with quality requirements.

Examples:

Date	Name of Inspector	Amount
8/7 to 14/55	D. C. Jones	
	10,000 cases at \$2.00 per 200 cases or fraction thereof	\$100.00
8/20	James R. Doe	
	Sampling & mailing component materials 3 hours at \$4.50	\$13.50
8/21	John C. Smith	
	Preparation reports 2 hours at \$4.50	\$ 9.00

Under "Explanation (if any)" show the usual information with one of the following additional applicable statements:

"Packed under continuous inspection" or "Packed under plant inspection-pack certification."

In the above example the plant would be credited with the \$100.00 charged to the Government agency, but not with the \$13.50 and \$9.00 for services of Doe and Smith.

When Both Army and Processor Request Plant Inspection—Pack Certification on Specific Items. Some processors request plant inspection—pack certification on specific items for delivery on an Army contract. The army also requests inspection of the same merchandise and desires to pay for part of the inspection costs, but is not willing to pay the entire cost of inspection on a plant inspection—pack certification basis. They are will—ing, however, to pay for the costs which would be incurred if handled in the normal manner on a lot inspection basis.

Before making such an arrangement be sure both the contractor and the Army have concurred in the agreement with respect to pro-rating of charges.

In such cases, inspection should be handled as requested by both parties. Handle the billing of the inspection charges as follows:

(1) Contractor.

- (a) Render the contractor a bill indicating first the total costs on a plant inspection-pack certification basis.
- (b) Then deduct from this the estimated cost if it had been handled for the Army on a lot inspection basis in the regular manner, including any checkloading costs if checkloading is requested by the Army.
- (c) Then show on contractor's bill the amount contractor is obligated to pay.

(2) Army.

The inspector-in-charge of the office and the inspector who handled the assignment must estimate the cost against the Army, taking into consideration the distance traveled and the circumstances normally surrounding such an assignment, cooperation of the plant management in making the merchandise available, and other circumstances that would normally affect the time required to handle the job for the Army on a lot inspection basis.

In Preparing Form 1019-2 - "Statement of Expenses."

- (a) Telephone calls, telegrams, miscellaneous, transportation, per diem.
 - (i) Those expenses in the above category which you estimate as chargeable to the Army, show in the usual manner.
 - (ii) On any of the above expenses which you charge to the contractor, show the item and its cost, but omit placing it in the "Amount" column. Place a statement under these items "Charged to contractor."

(b) Salary.

- (i) Show dates inspector assigned to plant and total number of hours to complete the entire contract assignment. Do not show the amount in the "Amount" column.
- (ii) Under this entry state "At contractor's request, inspector assigned to plant under plant inspection-pack certification assignment to cover the specific product under this contract."
- (iii) Follow the above statement with this:
 "Estimated time required to handle assignment for the Army."
 - (iv) Then show the estimated number of hours in the "Time Given" column, \$4.50 under "Per Hour" and the amount based on the estimated number of hours in the "Amount" column.

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GOVERNMENT AGENCY INSPECTION REQUESTS (FORM FV-440; QMISC
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(c) Total.

In the line provided for "Total," type this statement "estimated charges to handle assignment for Army" and then show the total of your estimated charges for expenses and salary in the "Amount" column at the end of the line.

This procedure for assessing charges does not apply to regular plant inspection-pack certification or to continuous inspection where the processor normally requests this service. Neither does it apply to inspections where a processor or distributor has requested inspection on a lot to determine if such lot is suitable for delivery on a Government contract prior to receiving the award.

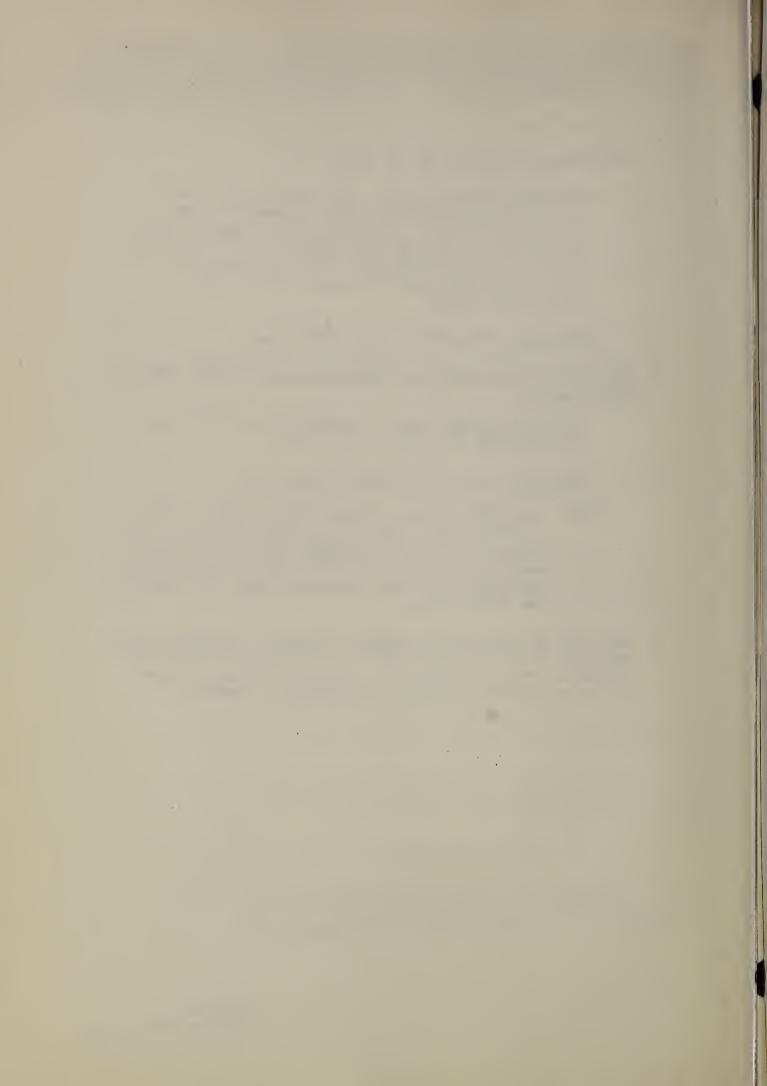
- E Supplemental FV-440 or QMISC Form 1019. If, after the FV-440 or QMISC Form 1019 is completed and mailed and additional service is rendered, a supplemental FV-440 or QMISC Form 1019 should be prepared listing the additional charges, if any.
- F Promptness. After all inspections, including checkloading or other services requested, have been completed and certificates issued, it is imperative that the QMISC Form 1019 or FV-440 be COMPLETED, CAREFULLY CHECKED FOR ACCURACY AND DISTRIBUTED AT ONCE.
- G Distribution of FV-440's and QMISC Forms 1019.
 - 1 When charges assessed to the Army:
 - a <u>Original and two</u> copies of completed Statement of Expenses (QMISC Form 1019 or FV-440) to the Washington office.
 - b One copy of completed Statement of Expenses (QMISC Form 1019) to the QMIS office which originated the request.
 - c One copy retained in field office files.
 - NOTE: Do not send the QMIS a copy of the completed

 QMISC Form 1019 or FV-440 when charges are assessed
 to any agency other than the Army.

PREPARATION OF DILLINGS FOR GOVERNMENT AGENCIES SECTION 6
GOVERNMENT AGENCY INSPECTION REQUESTS (FORM FV-440; QMISC
FORM 1019 (FORMERLY NYQMPO-442); FORM CSS-18 AND OTHER MODES OF REQUEST)

2 When charges assessed to the Navy:

- a Original and one copy of the completed Statement of Expenses (QMISC Form 1019 or FV-440) to the Washington office. Attach two blue copies of each certificate issued on the contract to the completed QMISC Form 1019 or FV-440. This includes the certificate copy that is always sent to the Washington office.
- b One copy retained in field office files.
- 3 When charges assessed to a Government agency other than the Army or Navy:
 - a Original and one copy of completed QMISC Form 1019 or FV-440 to your Washington office.
 - b One copy retained in field office files.
 - NOTE: Only ONE original of each FV-440 shall be forwarded to Washington. When it is necessary to make two typings of a FV-440 or QMISC Form 1019 in order to secure sufficient copies for proper distribution the original of the second set shall be retained in the office file.
- 4 When charges assessed to vendor on Veterans! Administration request: Return original FV-440 to Washington office with notation. "Contract completed." List certificates issued but do not list any charges for handling assignment.



- Purpose. The purpose of ledgers is to provide an accountability of certificates issued by the office and a means of easily assembling information for the monthly report. A ledger record is to be maintained of each and every inspection made, certificate issued, charge assessed, and money collected and to provide other useful information. A loose leaf binder holding sheets 11 x 17 inches in size (with horizontal but not vertical lines) should be used for the ledgers. The ledgers may be maintained in one binder and all the information may be entered on one ledger sheet. The sheets in each ledger shall be assigned a page number in numerical sequence.
- B Certificate Ledgers Maintained by Field Offices.

All field offices must maintain <u>separate ledgers</u> according to the following four categories:

- (1) FV-209a Accountability Record in which commercial inspections are incorporated.
- (2) FV-147 Accountability Record in which commercial inspections are incorporated.
- (3) Miscellaneous Ledger.
- (4) Government Inspection Ledger.
- 1 Ledger Headings for Certificate Accountability Record.

Separate certificate accountability ledgers <u>must</u> be <u>maintained</u> for Certificate Form FV-209a and Certificate Form FV-147. Columns in each of these ledgers should be headed as follows:

- (l) Date
- (2) Certificate Number
- (3) Applicant
- (4) Product (optional with field office)
- (5) Type and Quantity of Product

Inspected (6 columns)

- (a) 4 columns headed according to requirements of office i.e.,

 Canned, Frozen, Dried, Dehydrated, etc.
- (b) 1 column headed Miscellaneous.
- (c) 1 column headed Unofficial Samples.
- (6) Certificate Fee
- (7) Certificate Expenses
- (8) Other Fee
- (9) Other Expenses
- (10) Office Fee Bill Number
- (11) Date Paid
- (12) C.D. Number (or Date Transmitted)

LEDGER RECORDS

All certificate numbers must be accounted for in this record including those which for one reason or another have been marked "VOID". Entries are to be posted to this record daily, consecutively by certificate serial number. Postings are to be kept separately by month. Do not enter certificates for which accountability has been transferred to an inspector at a plant.

- a Entries To Be Made For Certificates Covering Commercial Inspections in the Certificate Accountability Ledgers.
 - (1) <u>Date</u> Enter date of certificate. This may or may not be the date on which the certificate is actually typed.
 - (2) Certificate No. Enter in numerical sequence. The entire number need not be entered for each certificate. The entire number shall be entered at least at the start of each ledger sheet and at the start of each new series of numbers. In case of appeal inspection enter the certificate number in red ink and then the word sustained or reversed. This information is to be reported on monthly report Form FV-370 and in accordance with instructions in Section 9.
 - (3) Applicant Enter name of applicant requesting inspection and assuming liability for inspection charges or Government agency requesting inspection.
 - (4) Product If the field office so desires a column may be provided for the name of the product.
 - (5) Type and Quantity of Product Inspected.
 - (a) Four columns headed (according to the requirements of the office) canned, frozen, canned marine, dried or other items listed on reverse of FV-370. Enter under the proper heading the quantity of products represented by the certificate in terms of cases, pounds, or gallons except unofficially submitted samples.

LADGER RECORDS

- (b) Miscellaneous Enter in terms of cases, pounds, or gallons the quantity of products represented by the certificate for which a separate column has not been provided. Following the number of cases, pounds, or gallons note the name or class of commodity (e.g., canned marine, dehydrated, sugar, etc.).
- (c) Unofficially submitted samples. Whenever the actual quantity represented by unofficially submitted samples is known, such actual quantity is entered. When the actual quantity is not known, use the conversion tables which appear at the end of this section to arrive at the "estimated quantity represented." In either case, enter in terms of cases, pounds, or gallons the quantities thus represented. Note the name or class of the commodity following the entry of quantity (e.g., canned, frozen, dried, dehydrated, flour, fresh prepared fruits or juices, oils, bulk products, etc.).
- (6) Certificate Fee Enter the fee assessed for inspection. Include any charges for analyses and sampling time.
- (7) <u>Certificate Expenses</u> Enter charge assessed for transportation, bridge tolls, per diem, communications, express charges, and other items of expense incident to inspection.
- (8) Other Fee Enter charges assessed for services other than inspection, such as checkloading, score sheets, extra copies of certificates, etc., that are included on the same fee statement with the certificate.
- (9) Other Expenses Enter charges assessed for transportation, bridge tolls and other expense "incident to services other than inspection", such as checkloading, score sheets, etc., that are included on the same fee statement with the certificate.
- (10) Office Fee Bill Number Enter office fee bill number.

(11) <u>Date Paid</u> - Enter the date payment received or the date unpaid bill forwarded to Washington for collection,

(12) C.D. Number or Date Transmitted - This column will serve as a "Register Collections" required by departmental administrative instructions.

All offices which make their own doposits should head this column "C.D. Number" and post the Certificate of Deposit serial number in the space so provided.

All offices which forward collections to Washington, D. C., or another office for deposit should head this column "Date Transmitted" and post the date the remittance is transmitted for deposit.

In the case of bad debts which are forwarded to Washington for collection, a notation should be made in this column in red ink as follows: "Fwd. Wash." As previously indicated the date on which the account is mailed to Washington for collection will be posted in the adjoining "Date Paid" column.

- b Entries To Be Made in Certificate Accountability
 Ledgers For Certificates Covering Inspections
 For Government Agencies.
 - (1) When the certificate covers an inspection for a Government agency and the charges are assessed on Form FV-440 or NYQMPO-442 make the proper entries under "Date, Certificate Number, and Applicant" and enter the office number (See instructions for Govt. Contract Ledger) under Fee Bill No. Do not make entries under the remaining headings.
 - (2) When the certificate covers an inspection for a Government agency and the charges are assessed to the contractor, treat as a commercial inspection, making entries under all the appropriate headings including charges and quantity inspected.
- c Entries To Be Made in Certificate Accountability

 Ledgers For Void Certificates. Enter only the
 number under "Certificate No." followed by the word
 "VOID."

d Entries To Be Made in Certificate Accountability Ledgers For Corrected Certificates.

- (1) When the charges and quantity inspected remain the same as listed under the certificate which it supersedes, enter only the date, certificate no. and applicant, followed by the statement "(Supersedes Certificate No.)".
- (2) When either or both the charges and quantity inspected are different than those listed under the certificate which it supersedes make the following entries:
 - (a) Date
 - (b) Certificate Number
 - (c) Applicant
 - (d) Product
 - (e) Type and Quantity of Product Inspected enter only the increase or decrease if any in quantity inspected do not enter total inspected.
 - (f) Certificate Charges Enter only the increase or decrease (if any) in charges do not enter total charge.
 - (g) Office Fee Bill No. (Show Number of corrected Fee Bill).
 - (h) Enter the statement "Supersedes Certificate No. " under any columns in which no other entry appears.

Note: If the charges or quantity inspected are less than those listed under the superseded certificate, then the amount of the decrease should be shown in red and subtracted from the other entries when the column is totaled.

2 Miscellaneous Ledger.

A separate ledger record should be maintained for recording miscellaneous items such as certificates of loading, score sheets, extra copies of certificates, etc., that are not

included on the same fee bill with the certificate. This ledger will also include continuous inspection bills, plant inspection-pack certification bills and other miscellaneous reports or bills.

Headings for the columns should be as follows:

Date
Certificate or Report Number
Applicant
Product
Type and Quantity of Product Inspected
 (6 columns as listed under Certificate
 Accountability Ledger).
Fee
Expenses
Office Fee Bill Number
Date Paid
C.D. or Date Transmitted

- a <u>Date</u> Enter date of report, fee statement or commercial statement.
- b Certificate or Report No. If the report is identified by a number, post such number in this space. Formal certificate numbers shall not be entered in this ledger except when extra copies of the certificate are typed and have not been included on the same fee statement with the original number of the inspection certificate.

This column should be used to identify the type of service rendered for example, L.R. may be used to indicate Letter Report and CK. LD. for Checkloading.

- c Applicant Enter name of customer requesting service and assuming liability for charges (e.g., name of plant operating under continuous or plant inspection-pack certification, Government agency, or other applicant.)
- d Product Enter name of product if applicable.
- e Type and Quantity of Product Inspected Enter under the proper headings the quantities of products inspected, which have not previously been reported in any of the other ledger records. Include the quantity checkloaded and quantities and type of product

inspected under plant inspection-pack certification assignments. Information relating to pack certification should be reported at the close of each month on the "Monthly Time Sheet" by the inspector assigned to the plant. Do not include any quantities inspected under Continuous Inspection.

- f <u>Fee</u> Enter charge assessed for services, except those reported on FV-440 or QMISC Form 1019.
- g Expenses Enter charge assessed for expenses incident to services rendered, except those reported on FV-440 or QMISC Form 1019.
- h Office Fee Bill No. Enter fee statement number. When a commercial inspection bill is issued enter the period covered by the bill (e.g., Jan., Jan. 1-15, etc.). When charges are reported on FV-440 or NYQMPO-442 enter the office number assigned to the request.
- i <u>Date Paid</u> Enter date payment received.
- j C.D. Number or Date Transmitted Same as certificate accountability.

3 Government Inspection Ledger.

A separate ledger record should be maintained listing all FV-440's and NYQMPO-442's received or prepared by the office for which charges will be billed to the Government agency.

The following information should be entered in the ledger, as may be applicable. (1) at the time the request is received, (2) at the time the request is prepared, (3) at time of completion of assignment. Headings for the columns of the ledger should be as follows:

Date Received
Certificate Number (if desired)
Government Agency
Contract, P. O., or Reference Number
Product
Contractor
Location

Office No.
Date Completed
Fee
Expense
Type and Quantity of Product Inspected
(2 or more columns)
Container Size (if desired)

- a <u>Date Received</u> Self explanatory.
- b <u>Certificate Number</u> This column may be used to enter the certificate number; however, if numerous certificates are involved it is not necessary that they be included in this section of the ledger.
- c Government Agency Self explanatory.
- d Contract P. O. or Reference No. Self explanatory.
- e Commodity Self explanatory.
- f Contractor Self explanatory.
- g Location Location of product to be inspected.
- or prepared an "office number" shall be assigned for record purposes. This office number should start with "1" with each fiscal year and should show the prefix of the field office (to be approved by the District Office), the assigned number and the Fiscal Year. The office number should be entered on the request form at the time it is assigned (See Section 6) and may be either typed or applied with pen and ink,

Example: "CH-20-56" means Chicago, 20th Government Agency Request, fiscal year 1956.

- i <u>Date Completed</u> Enter the date the FV-440 and QMISC Form 1019 is completed.
- j <u>Fee</u> Enter the fees that are reported on the FV-440 or QMISC 1019. Do not enter any charge assessed to the contractor.
- k Expenses Enter any expenses that are reported on the FV-440 or QMISC Form 1019.

Type and Quantity of Product Inspected - Enter quantity inspected for which fees and expenses are being reported on FV-440 or QMISC 1019. Do not enter any quantities inspected for which charges are assessed to the contractor and which are reported as a commercial inspection. Generally two columns will be adequate, one for cases and one for pounds; however, additional columns may be added to meet the needs of the individual office.

- m Container Size Enter number of containers per case and size of container (e.g., 6/10, 24/2-1/2, etc.).
- C Certificate Ledgers Maintained By Inspectors Assigned to Plants.

A ledger record should be maintained for all certificates issued at a plant operating under "continuous inspection" or "plant inspection-pack certification". This record should show at least the certificate numbers in numerical sequence and the date the certificate was issued.

When the plant assignment is completed the ledger record should be transmitted to the office which supervises the assignment.

D Totals For The Month.

Preliminary to preparing the monthly report the ledger records should be handled in the manner specified herein, as may be applicable:

1 Certificate Accountability and Miscellaneous Ledgers.

The certificate accountability and miscellaneous ledgers shall be closed at the end of each month and the fee, expenses and quantity inspected columns totaled. The ledgers should be closed when ! certificates and reports typed during the month and commercial inspection bills covering the month are posted. Normally, the ledger records are closed as of the last working day of the month. All certificates typed as of the close of business for this last working day should be posted and included in the current month records prior to closing the ledger. Any certificates which may be typed during the following month should be included in the next month's records, regardless of the date of the inspection cartificate. The total for the month of the fee and expense columns in the certificate and miscellaneous ledgers will equal "Total Assessed" to be reported on the front of Monthly Report FV-370.

At the end of the month the total amount assessed on Fee Bills (FV-376) and Commercial Inspection Bills (FV-230) remaining in the unpaid file must be in exact agreement with the amounts in these ledgers which do not show postings in "Date Paid" column. It is very important the open items in the ledger record be reconciled at the end of each month with the unpaid bills in the files and the uncollected balance reported on Form FV-370.

2 Government Inspection Ledger.

This ledger should not be closed at the end of each month, but should remain an open ledger until the end of the fiscal year. It will, however, be necessary to recapitulate all Statements of Expense on Government Requests (440's and 442's) that are completed during the month in order that the pertinent information may be transposed to the Monthly Report (FV-370). Also a breakdown sheet is prepared for requests completed during the month and is submitted with the monthly report.

At the end of each fiscal year the Government ledger records must be closed even though all requests have not been completed as of June 30. This means that all charges and expenses incurred during the fiscal year must be reported as a part of that fiscal years business. If the inspection request is not completed as of June 30, any charges incurred up to and including June 30 must be reported in the June monthly report; however, the Statement of Expense (440-1019) should not be completed and forwarded to Washington until such time as the assignment is complete. All incompleted inspection requests should be re-entered in the Government ledger record for the next fiscal year and any charges incurred after June 30 should be posted in the new fiscal year.

E Filing Of Used Ledger Sheets.

Used ledger sheets may be removed from the ledger as necessary. They should be filed by ledger in an orderly manner and in page number sequence.

F TABLE FOR CONVERTING UNOFFICIALLY SUBMITTED SAMPLES TO CASES, POUNDS OR GALLONS

1 Explanation of Tables

a TABLE I Canned Products

This table is to be used in determining the approximate number of <u>cases</u> represented by unofficially drawn samples of Canned or Bottled Fruits and Vegetables and Related Products including Canned Marine Products.

- (1) Any type of container of less volume than a No. 300 size can (300 x 407).
 - (a) Each 8Z short (packed 72 cans per case) will represent 67 cases.
 - (b) Each No. 211 (baby food) (packed 24 per case) will represent 200 cases.
 - (c) Each No. 1 Picnic (packed 48 per case) will represent 100 cases.
- (2) Any type of container equal to that of a No. 300 size can (300 x 407) or greater but not exceeding that of a No. 3 cylinder size can (404 x 700).
 - (a) Each No. 1 Tall (packed 48 per case) will represent 50 cases.
 - (b) Each No. 3 cylinder (packed 12 per case) will represent 200 cases.
- (3) Any type of container of a volume exceeding that of a No. 3 cylinder size can (404 x 700) but not exceeding that of a No. 12 size can (603 x 812).
 - (a) Each No. 10 can (packed 6 per case) will represent 200 cases.
 - (b) Each No. 12 can (packed 4 per case) will represent 300 cases.
- (4) Any type of container of a volume exceeding that of a No. 12 size can (603 x 812).

(a) If the sample is in the original container (for instance a 5 gallon can packed 2 per case) each container will represent 50 cases.

(b) If the sample is a sub-sample (4 ounce jar, 2 pound sample or any other size sub-sample) handle under MISCELLANEOUS PRODUCTS TABLE V.

b TABLE II Frozen Products

This table is to be used in determining the approximate number of pounds represented by unofficially drawn samples of Frozen Fruits and Vegetables and Frozen Single Strength and Concentrated Fruit Juices.

- (1) Any type of container of one pound or less net weight.
 - (a) Each 6 ounce sample container will represent 900 pounds.
 - (b) Each 14 ounce sample container represents 2100 pounds.
- (2) Any type of container over one pound but less than four pounds.
 - (a) Each 2 1/2 pound sample represents (2 1/2) (1600) or 4,000 pounds.
 - (b) Each 3 pound sample represents (3) (1600) or 4800 pounds.
- (3) Any type of container four pounds or more but less than 10 pounds net weight.
 - (a) Each 5 pound sample represents (5) (1200) or 6,000 pounds.
 - (b) Each 8 pound container represents (8) (1200) or 9,600 pounds.
- (4) Any type of container ten pounds or more net weight.

- (a) Each 10 pound can represents (10) (4000) or 4,000 pounds.
- (b) Each sub-sample, irrespective size, represents 4,000 pounds.

c TABLE III Dried Fruits

This table is to be used in determining the approximate number of <u>pounds</u> represented by unofficially drawn samples of Dried Fruits.

- (1) Any type of container not exceeding three pounds net weight.
 - (a) Each 8 ounce sample will represent 1,200 pounds
 - (b) Each 16 ounce sample will represent 2,400 pounds.
 - (c) Each 2 pound container will represent (2) (2400) or 4800 pounds.
- (2) Any type of container larger than 3 pounds but less than 25 pounds net weight.
 - (a) Each 4 pound sample container will represent (4) (1200) or 4800 pounds.
 - (b) Each 10 pound container will represent (10) (1200) or 12,000 pounds.
- (3) Any type of container 25 pounds or more net weight.
 - (a) Each container or sub-sample will represent 3,000 pounds.

d TABLE IV Dehydrated Fruits and Vegetables

This table is to be used in determining the approximate number of pounds represented by unofficially submitted samples of Dehydrated Fruits and Vegetables.

(1) Any type of container 5 pounds or less net weight.

- (a) Each 12 ounce sample container will represent (3/4) (2400) or 1800 pounds.
- (b) Each 4 pound sample container will represent (4) (2400) or %000 pounds.
- (2) Any type of container over 5 pounds net weight.
 - (a) Each 8 ounce sub-sample represents 4000 pounds.

e TABLE V Miscellaneous Products

This table is to be used in determining the approximate number of <u>pounds</u> or <u>gallons</u> represented by unofficially submitted samples of products not specifically covered in the foregoing tables and will include, but is not limited to, such items as Sugar, Barreled Sauerkraut, Honey in Drums, Pickles in Barrels, Vinegar in Barrels, etc.

- (1) Any type of product normally merchandised on a weight basis.
 - (a) Each sample of bulk Sauerkraut represents 1,500 pounds.
 - (b) Each sample of Sugar represents 1,500 pounds.
- (2) Any type of product normally merchandised on a volume or fluid measure basis.
 - (a) Each sample of Vinegar represents 150 gallons.
 - (b) Each sample of Olive Oil represents 150 gallons.

CANNED FRUITS AND VEGETABLES AND CANNED FRUIT AND VEGETABLE PRODUCTS, INCLUDING TOMATO PRODUCTS, CANNED MARINE PRODUCTS, AND SUCH OTHER PRODUCTS SUCH AS PEANUT BUTT R, PICKLES AND PICKLE RELISHES, MARMALADES, HONEY, MAPLE SYRUP, FRUIT FULFS AND JAMS, SINGLE STRENGTH AND CONCENTRATED CITRUS JUICES, GRAPE JUICES, APPLE JUICES, FRUIT JELLIES AND VINEGAR.

CONVERSION TABLES FOR SAMPLES SUBMITTED UNOFFICIALLY

QUANTITY REPRESENTED BY ONE SAMPLE PACK (Cans per case)	. 400 : 200 : 133 : 100 : 67 :	200 100 67 50 cases: cases: cases:	300 200 50 sases cases	in original container each sample represents 50 cases in sub-samples, regards "Miscellaneous Products", using rates in Table V.
SIZE AND TYPE OF CONTAINER: SAMPLE	Any type of container of :1 container : less volume than a No. 300 such as 6 oz. size can (300 x 4,07) or 15.2 :8 oz. No. 1 : ozs. avoir.	Any type of container equal :1 container to that of a No. 300 size can: such as No. 1 : (500 x 407) or greater but :Tall 303, No.2: not exceeding that of a No. 3:No.2½ & No. 3 : cylinder size can (404 x 700):Cyl(or 46 oz.) : or 51.62 ozs. avoir.	Any type of container of a :1 container : volume exceeding that of a :usually No. 3 cylinder size can(404 x:No. 10 size 700) but not exceeding that :only. of a No. 12 size can(603 x : 30 size can(603 x :	•••••

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TABLE II

FROZEN PRODUCTS

SECTION 7

FROZEN FRUITS AND VEGETABLES AND FROZEN FRUITS AND VEGETABLE PRODUCTS, INCLUDING FROZEN SINGLE STRENGTH AND CONCENTRATED FRUIT JUICES

FOR SAMPLES SUBMITTED UNOFFICIALLY	ESTIMATED QUANTITY REPRESENTED BY ONE SAMPLE Weight of sample container	. 4 oz.: 6 oz.: 8 oz.:10 oz.:12 oz.:14 oz.:16 oz.: -600 : 900 :1200 :1500 :1800 :2100 :2400 : -1bs.: 1bs.: 1bs.: 1bs.: 1bs.: 1bs.: -1bs.:	Weight of the container (in lbs.) multiplied by 1,500	Weight of the container (in lbs.) multiplied by 1200	4000 lbs.	DRIED FRUITS
CONVERSION TABLES		container 1	l container	l container.	sample or sub-sample:	TABLE III
CONO	SIZE AND TYPE OF CONTAINER: SAMPLE:	Any type of container of 1 lb. or less net weight	Any type of container over 1 lb. but less than 4 lb. net	Any type of container 4 lbs. or more, but less than 10 lbs. net_weight	into type of container 10 lbs. sample or or more net weight sub-sample	

SIZE AND TYPE OF CONTAINER: SAMPLES SUBMITTED UNOFFICIALLY
SIZE AND TYPE OF CONTAINER: SAMPLES STIMATED QUANTITY REPRESENTED BY ONE SAMPLE Weight of sample container

3 oz 10 oz 12 oz 14 oz 15 & 16 oz 0vor 16 oz to 3 lb.	27.00 : Weight of container	lbs. times 2400	•) multiplied by 1200			
3 oz 10 oz 12 oz 14 oz	1300 : 1800 : 2100 :	Tes. The The The The		Weight of container (in 1bs.) multiplied by 1200			3,000 lbs.
		container		container		Each sample or	:sub-sample
	Any type of container not :	exceeding 3 lbs. ret weight	by type of container larger :	an 3 lbs. but less than :	25 lbs. net weight:	by type of container 25 lbs.	or more net weight

I

CONVERSION TABLES FOR SAMPLES SUBMITTED UNOFFICIALLY	ESTIMATED QUANTITY REPRESENTED BY ONE SAMPLE	Weight of container (in lbs.) multiplied by 2,400	4000 lbs.	To company the first that the terms of the t
CONVE	SAMPLE	l	tainer or:	
	SIZE AND TYPE OF CONTAINER	Iny container 5 lb. or less let weight	iny container over 5 lbs.	a e la desemble deste desembles de la compara com la distanta desembles desembles de desembles de desembles de la compara de la

Any net

net uny

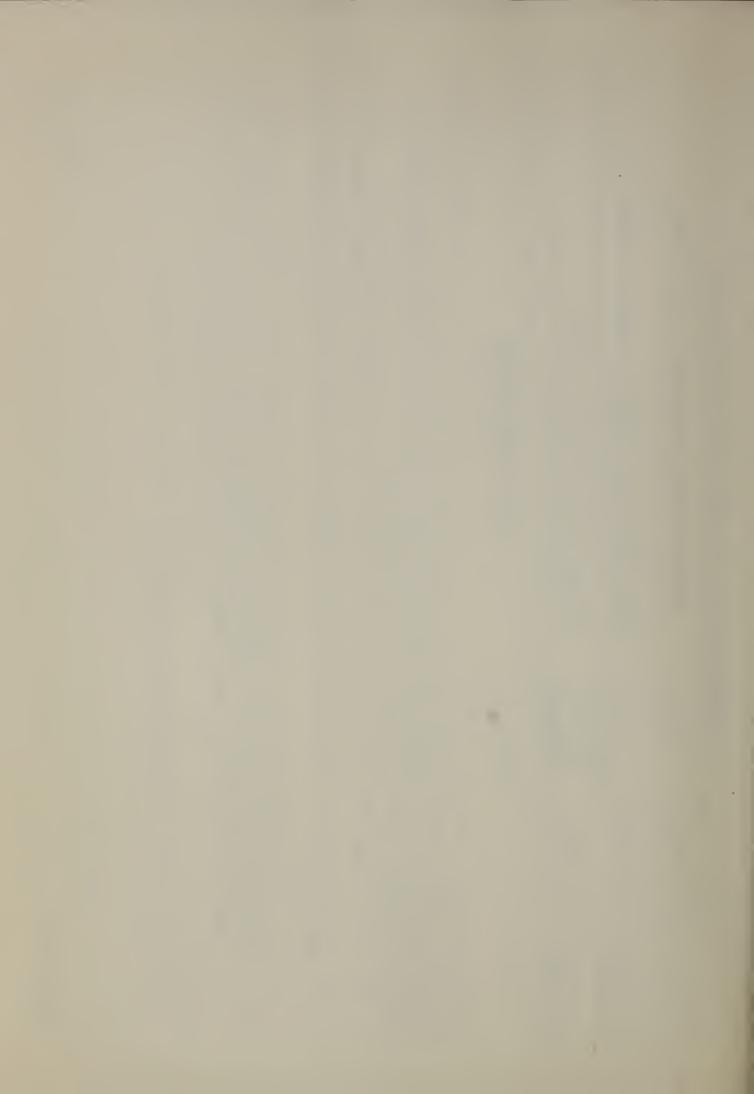
* . .

MISCELLANGOUS PRODUCTS

PRODUCTS NORWALLY PACKED IN BARRELS, KEGS, DRUMS, CASES SUCH AS BULK SAUE KRAUT, HOMEY IN DRUMS, OLIVE OIL IN DRUMS, FISH PRODUCTS, PICKLES IN BARRELS, VINEGAR IN BARRELS, ETC. THEST WILL INCLUDE ANY ITEM NOT COVERED BY THE PORTCOING TABLES AND MISCELLANGOUS SUB-SAFFLES OR ALIQUOTS OF

- If the product is normally merchandised on a weight basis, any sample or sub-sample represents 1,500 lbs. (a)
- If the froduct is normally merchandised on a volume or fluid basis, each sample or sub-sample represents <u>(a</u>
- quantity is entered rather than coverting to "estimated quantities represented." in example would be samples of flour submitted by the Grain Branch for partial analysis and which are known to represent Whenever the actual quantity represented by unofficially submitted samples is known, such actual specific quantity; if 1 composite sample represents 60,000 lbs., enter as "60,000 lbs.-Flour." <u>်</u>

Datailed information on container sizes and capacities is contained in Memorandum A-81, dated November 8, 1951, or subsequent revisions thereof.



A Purpose. The purpose of this instruction is to provide field offices with assembled pertinent information which will enable them to more easily maintain and report records of all hours worked and all leave taken by those employees assigned to the field office, and to provide guidance in carrying out other related policies of the Branch. In the event any departmental fiscal personnel regulations should be issued that conflict with any instruction outlined herein, such new regulations must be followed and will serve as an amendment to these instructions. All field offices are instructed to maintain current files of fiscal and personnel regulations with which they are supplied.

The responsibility for maintenance of records and prompt submission of reports rests with the Officer-in-Charge.

- B Forms SF-1130, AMS-152, AMS-322, AD-555 and SF-71 are used to report all hours worked and all leave taken by each employee.
- Basic Work Week. The first 40 hours worked will establish the basic work week of employees assigned to inspection and grading duties. The 40 hours must be spread over not more than 6 days during the week.
- Annual and Sick Leave. Annual and sick leave may be granted in periods of one hour or multiples of one hour, provided the number of hours actually worked plus the hours of leave does not exceed 8 hours on the day leave is taken, or the number of hours actually worked plus the leave hours taken does not exceed 40 hours for the week. For example, if an employee works 2 hours on Tuesday and then becomes ill, 6 hours sick leave may be charged on that day, provided he works not more than 34 hours during the week; however, if he works 36 hours during the week, only 4 hours sick leave may be charged on Tuesday.
- E Night Differential. Night differential is applicable to the hours between 6:00 p.m. and 6:00 a.m., regardless of whether Standard Time or Daylight Saving Time is observed. Night differential may apply to all hours worked during the night differential period that fall within the first 40 hours when an employee is assigned to a shift of which all or a part of the time falls within the night differential period.

Holiday Compensation. The holidays observed by the Department are:

January 1 - February 22 - May 30 - July 4 - the first Monday in

September - November 11 - the fourth Thursday in November
December 25, and any day designated as a holiday by Executive Order.

Employees, other than WAE employees, are authorized to be absent without charge for leave on such holidays that fall within the basic work week (first 40 hours). However, employees assigned to plants which may operate on a holiday are authorized to work on such holidays whenever the assignment requires their services on such holiday.

The following paragraphs enumerate some of the basic principles for granting credit or compensation for holidays observed by the Department:

- When all or part of a holiday falls within the basic work week (first 40 hours), credit will be given for the number of hours (not to exceed 8 hours) that fall within the first 40 hours. For example, if 35 hours are worked prior to the holiday, a credit of 5 hours will be given and included under the "First 40 Hour" column of the T&A form for the holiday, regardless of whether or not work is performed on that day. If 40 hours are worked prior to the holiday, then no credit will be given for the holiday, except as provided for in paragraph F 4 below.
- 2 When work is performed on a holiday the number of hours worked (not to exceed 8) that fall within the first 40 hours will be paid to the employee and should be reported on Form AMS-152 for cash payment at the regular hourly rate. Any hours worked on a holiday in excess of 8 hours, or after the completion of the first 40 hours, shall be considered as part of the first 40 hours, or as compensatory time, whichever is applicable. For example, if 10 hours are worked on a holiday falling on Monday, a credit of 10 hours will be entered under the "Regular" column of the T&A report and 8 hours will be reported on Form AMS-152 for cash payment to the employee at the regular hourly rate. However, 1f 10 hours are worked on a holiday falling on Friday, and 36 hours are worked prior to Friday, then 4 hours will be entered in the "Regular" column of the T&A report, 6 hours will be entered in the "Compensatory Time" column of the T&A report and 4 hours will be reported on Form AMS-152 for cash payment to the employee at the regular hourly rate.

- Whenever a holiday falls on Sunday an employee whose basic work week does not include Sunday may be excused from work on the next day of his basic work week. If circumstances necessitate that the employee work all or part of such following day, the employee shall be excused from work at some later date within his basic work week for the number of hours worked, but not to exceed 8. Any hours worked on such holiday shall be reported in the "Regular" column of the T&A report. However, no hours shall be reported on AMS-152 for cash payment.
- Whenever Thanksgiving Day or Labor Day fall on a day outside the basic work week an employee may be excused from work on the next day of his basic work week. However, if circumstances necessitate that the employee work on such following day, handle as in F 3 above.

G Time and Attendance Report - SF-1130.

- Purpose. The T&A report is an accountability record of the number of hours worked, number of hours leave taken, leave accruals, and balances for each payroll period. In accordance with General Accounting Office Regulations, payrolls must be prepared by the Fiscal Branch on the basis of actual T&A reports submitted by supervisors. Accuracy of preparation and prompt distribution will prevent delay in the issuance of salary checks.
- 2 Preparation. The procedure for preparing T&A Form SF-1130 is outlined in detail in AMS Instruction No. 445-1. Officers-in-Charge and timekeepers should study and review this instruction quite carefully in order that the T&A reports may be properly prepared.

The following additional comments will supplement departmental instructions and assist in the preparation of the report:

a T&A's must be posted daily except in the case of inspectors assigned to plants, in which case T&A's are to be prepared at the end of the payroll period from the Time Sheet (See Section 3).

- b T&A's are to be submitted for <u>all</u> employees under the Officer-in-Charge's supervision at the close of each payroll period. Copy of T&A's for newly assigned personnel should be obtained from last post of duty or from the District Supervisor.
- c When the employee works five 8 hour days (Monday through Friday), a check mark (√) denotes 8 hours in pay status.
- d For employees whose first 40 hours worked establishes the basic work week (this applies to most employees assigned to plants)
 - (1) Enter "First 40 Hours" in the upper right hand block "Hours of Duty in N/D or Other Than Regular."
 - (2) Under the column "Regular," enter the actual number of hours in pay status (in multiples of not less than 1/2 hour) opposite the appropriate day up to a total of 40 hours. "Pay status" means hours worked plus hours compensatory, annual or sick leave granted, plus any hours' credit due for a holiday.

 Do not enter more than 40 hours per week in this column. Insert a zero (0) in cases of non-pay status for an entire work day.
 - (3) Under "Compensatory Time Worked," enter only those hours worked in excess of the first 40 hours shown in the "Regular" column. Compensatory time cannot be earned until after the total hours worked, plus any credit for a holiday, equals 40 hours. All hours reported in this column must be supported by AMS-322, "Request for Compensatory Time," signed by the employee and attached to SF-1130.
 - (4) Annual, sick and compensatory leave cannot be charged for holidays or during weeks in which the employee has actually worked 40 hours (including credit for holiday).

- (5) Annual and sick leave may be granted only in multiples of one hour.
- Compensatory leave may be granted only in multiples of one-half hour. All compensatory leave granted during a week (regardless of the amount) should be entered on one day (on Saturday if no work is performed on the previous Sunday, or on Friday when work is performed on the previous Sunday). The number of hours compensatory leave (regardless of the number) should be added to any hours actually worked on that day, and the total entered under "Regular." For example, if the employee does not work during the week and is charged with 40 hours compensatory leave, then opposite "SAT" 40 hours shall be entered in the "Regular" column, and 40 hours shall also be entered in the "Compensatory" column on the "TIME ABSENT" portion of the T&A report. When compensatory leave is charged, make the following notation under the "Remarks" heading "Compensatory leave used to complete 40 hours,"
- (7) Compensatory leave must be granted before annual leave except that if it is ascertained that the employee will lose annual leave, any leave taken may be charged to annual. If annual leave is taken when the employee has compensatory leave to his credit, show under the "Remarks" portion of the T&A report: "A/L in lieu of forfeiture."
- (8) Under "Remarks" on the T&A report show personnel information, such as "ECD (date)" (entered on duty); "Resignation (date);" pertinent information regarding leave reductions, etc., that may affect the pay status of the employee. Do not mention in the "Remarks" any inter-office movement of personnel during the pay period.
- 3 Certification. The completed T&A report must be manually signed in the space at the lower right hand corner of the form titled "Certified Correct" by the Officer-in-Charge or some other responsible person designated as "timekeeper."

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4 Distribution of SF-1130.

- a Employees on Duty in the Same District as Their Official Headquarters.
 - (1) Original to the Area Fiscal office governing headquarters point of employee, either direct or through District Office (as instructed by the District Supervisor). This copy must reach the Fiscal Office not later than Monday morning following the end of the pay period. In emergency cases, where it is impossible to meet this deadline with the SF-1130, pay status information should be forwarded (as instructed by the District Supervisor) to the Area Fiscal office (see suggested form attached at end of this section). The confirming SF-1130 should follow by mail as soon as possible.
 - (2) One copy to District Office.
 - (3) One copy retained in office file.
 - (山) Copy of current SF-1130 for employees leaving one field office for assignment in another field office should be completed up to and including date of departure and sent to the Officer-in-Charge at reporting point. A letter of transmittal from the Officer-in-Charge at departure point must accompany the SF-1130 giving grade and salary of employee, whether employee is under Social Security or Federal Retirement, length of service for leave purposes, date and hour of departure, date of expected arrival and date of final salary charge on Report of Operating Expenses at departure point. (See Instructions for use of "Report on Inspector for duty Assignment" in lieu of a letter of transmittal.)

If leave is taken between assignments, the SF-1130 record is ordinarily maintained in the departure office until expiration of leave, then forwarded to reporting office. In cases of extended leave between assignments or under unusual circumstances, the leave record may be forwarded to the District office or such office as designated by the District Supervisor.

APPLICATION FOR LEAVE - SF-71

b Employees on Duty in District Other Than Their Official Headquarters.

- (1) Original SF-1130 to Area Fiscal office through District office governing employees headquarters point.
- (2) One copy to District office governing headquarters point of employee.
- (3) One copy to District office governing point of assignment.
- (4) One copy retained in office file.
- H Report on Inspector for Duty Assignment Form FV-360, optional with District Supervisors to have offices in their District use Form FV-360 in lieu of a letter report. If Form FV-360 is used, the departure office should complete the necessary information and forward to destination office before the time of expected arrival. Should the inspector arrive sooner than expected, having been called to work from granted leave, the arrival office may use this form to notify the departure office of the actual time of arrival for benefit of completion of Form SF-1130 -Time and Attendance - and recompense of departure office. In any event, it should always be prepared by both offices even though the inspector traveled and took no leave enroute. The arrival office takes the responsibility of recompense for his gain or loss statement, the actual travel time, and expenses from his last point of duty unless therwise arranged by the District Supervisor or Washington office. When leave is taken enroute the departure office normally accepts the responsibility of assuming the charges for leave earned while on leave. Unless otherwise directed, the departure office is responsible for completing Form SF-1130 until the arrival of inspector at destination. If the inspector reports to the arrival office and takes leave immediately or if he takes leave after starting his new assignment, the arrival office is responsible for preparing the Form SF-1130 and is also responsible for leave earned while on leave.

TIME AND ATTENDANCE REPORT - SF-1130
REPORT AND CERTIFICATION OF ORDERED OVERTIME - AMS-152
REQUEST FOR COMPENSATORY TIME - AMS-322
REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL - AD-555
APPLICATION FOR LEAVE - SF-71

- I Report & Certification of Ordered Overtime AMS-152.

 Report & Certification of Night Differential AD-555.

 Request for Compensatory Time AMS-322.
 - Policy. Overtime, night differential and compensatory time shall not be granted without authorization. Field offices, as directed by their District Supervisor, may authorize overtime, night differential or compensatory time, in accordance with AMS Instructions and when certain work conditions exist. These conditions are:
 - a When an inspector is assigned to a plant operating under USDA continuous inspection or plant inspection-pack certification.
 - b When inspectors are assigned to perform inspections covering a Government contract and such work cannot be handled to meet completion deadlines without devoting the extra hours.

It must be to the best interest of the Government and full reimbursement must be assured in all instances before authorizing extra work hours.

Field offices must obtain specific authority from their Washington office before authorizing extra hours under any other conditions. Extra compensation is not to be authorized for inspectors performing inspection on submitted samples or for inspectors performing commercial inspection on lots out of an office. Extra compensation is not to be authorized for supervisory work.

Procedure for Reporting and Certifying Officially Authorized Overtime, Night Differential, Holiday Compensation and Compensatory Time. In reporting compensatory time worked and certifying overtime, night differential and holiday work for extra compensation, follow the procedure outlined in current AMS and Department Instructions.

In addition observe the following principles and supplemental instructions as required by the Branch:

(1) Overtime, night differential, holiday work and compensatory time shall be reported in multiples of half hours only. Quarter hour period should be disregarded.

TIME AND ATTENDANCE REPORT - SF-1130

REPORT AND CERTIFICATION OF ORDERED OVERTIME - AMS-152

REQUEST FOR COMPENSATORY TIME - AMS-322

REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL - AD-555

APPLICATION FOR LEAVE - SF-71

- (2) Employees working on continuous or plant inspection-pack certification assignments are required to submit a bi-weekly time sheet covering the hours worked. This form shall be mailed to the supervising field office promptly at the end of each pay period.
- a Compensatory Time Worked. Overtime which is converted to compensatory time is recorded on SF-1130 and must be supported by Form ALS-322, "Request for Compensatory Time," This form must be signed by the individual employee and must also be signed by the Officer-in-Charge as "approving officer."

The number of compensatory hours requested and the period during which the work is performed must agree with entries on Form SF-1130.

b Officially Approved Overtime and Holiday Compensation. Cash payment for authorized overtime and holiday compensation must be reported on Form ANS-152. More than one employee may be included during the same pay period on one AMS-152 provided all such employees are headquartered in the same district.

In preparing Form ALS-152, be guided by the following:

- (1) Allotment Code or Allotment Advice Number.

 The allotment code or allotment advice number should be the one assigned to the area governing the employee's official headquarters. (Eastern, Central, or Western.)
- (2) Pay Period. The pay period should never cover more than the regular two week pay period.
- (3) Work Program. Show under this heading "Processed Products Inspection."
- (4) Division and Location. Under this heading show "Fruit and Vegetable" and point of field office location.
- (5) To: Under this heading show "Area Fiscal Officer, (address) (Washington, Chicago, or San Francisco)."

- (6) Diary Portion of Form. In the space for the diary portion, show name, grade and salary, number of hours for which payment is being certified.
- (7) Total Hours. The total hours should be recorded.
- (8) Reasons for Overtime. The reason for overtime should be stated. Example: "Emergency of work," "continuous inspection," "plant inspection-pack certification," or whatever the reason might be.
- (9) The Above is Reimbursable By: Under this heading show the source from which we are claiming reimbursement, i.e., "Applicant," "Government Contract" or whatever the source might be. It is mandatory that there always be a reimbursable source, and that it be stated.
- (10) Date. The date should be the date AMS-152 is prepared.
- (11) Authorizing Official. Under this heading on the left half of the line the signature of the supervising Officer-in-Charge should appear. The right half of the line should be reserved for the signature of the District Supervisor governing the official headquarters point of the employee.
- c <u>Night Differential</u>. Payment for authorized night differential is reported on Form AD-555. This form should be completed in detail.

The night differential rate is 10 percent of the regular hourly salary rate.

Night differential is applicable only to those hours worked between 6:00 p.m. and 6:00 a.m. falling within the first 40 hours worked each week.

TIME AND ATTENDANCE REPORT - SF-1130
REPORT AND CERTIFICATION OF ORDERED OVERTIME - AMS-152
REQUEST FOR COMPENSATORY TIME - AMS-322
REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL - AD-555
APPLICATION FOR LEAVE - SF-71

- 3 Distribution of Forms AMS-322, AMS-152 and AD-555.
 - a Form ANS-322. Attach original to original of completed SF-1130 which is to be sent to the Fiscal Office or to the District Supervisor (if requested) of the District governing official headquarters of the employee.
 - b Forms AMS-152 and AD-555.
 - (1) Original and two copies to District Supervisor of the District governing official head-quarters of employee.
 - (2) Retain one copy for office records.
- Memorandum Certification of Regular Hours Covering Pay Period in Advance of T&A Report. The following memorandum will serve as an example for use by the Officer-in-Charge in notifying the Area Fiscal Officer of the names of employees who are entitled to pay for the pay period concerned. A memorandum of this kind should be forwarded to the Area Fiscal Officer when it is not possible to complete and transmit the T&A Report to him on time. The memorandum should be signed by the Officer-in-Charge or Acting Officer-in-Charge and mailed to the Area Fiscal Officer at the close of business on the last Friday of the pay period concerned.

TO: Henry C. Soito, Area Fiscal Officer

through

FROM: Leo M. Boire, Officer-in-Charge, F&V Division, Salem,
Oregon, Office, Processed Products Standardization and
Inspection Branch

SUBJECT:	Time	and Atter	ndance	for	Pay	Perio	od		T	hrou	ıgh -	<u></u>	
The follow	sing (employees	are e	ntitl	_ed t	to 80	hours	pay	for	the	per:	icd	

(List names of the employees.)

(If you have any WAE, IWOP, resignations, new appointments, or employees transferred to another office indicate this in the memorandum giving the name of the employee and the number of hours for which the employee is entitled to receive payment.)

K Form SF-71 (CSC) Application for Leave. Form SF-71 is to be used in accordance with instructions outlined in current AMS Instructions.

A Purpose.

Each field office is required to submit to its Washington office a monthly report giving a summary of all inspection work and related services performed during the month. This report also includes a summary of all inspection fees assessed, moneys collected and transmitted to Washington and a balanced statement of the financial status of the office as of the last day of each calendar month. The monthly report is used as a guide by the Chief of the Branch and District Supervisors in appraising field inspection activities and in compiling information for progress and annual reports.

Form FV-370, "Processed Products Inspection Monthly Report" is for use in preparing the monthly report. The upper half of the front of the report covers inspection work on a commercial basis where money transactions are involved in payment of inspection fees and expenses. The lower half covers a report of work completed for other Government agencies for which inspection fees and expenses are collected by your Washington office from the Government agency to which service was rendered. The Washington office billings are based on the time and expenses as submitted to it on FV-440's and QMTSC Forms 1019.

B Procedure for Preparing Processed Products Inspection Monthly Report Form-370, Front Side. All inspection work completed during the month, including all fees assessed and all fees collected, should be posted in the Ledgers before commencing to assemble data for the Monthly Report.

Make entries in the various sections according to the following:

- 1 Inspection Office. Location of field office.
- 2 Month and Year. Self-explanatory.
- Balance Uncollected. Show date of first day of month being reported and the amount of uncollected bills as of that date. This amount is the "Balance Uncollected" as of that date as shown on the previous month's report.
- 4 Charges Assessed. Do not make entries under "No. of Certificates and Reports."
 - <u>Commercial</u> Show fees, expenses, and total fees and expenses of commercial assessments in-cluding plant inspection-pack certification.
 - Continuous Show fees, expenses, and total fees and expenses billed for continuous inspection during the month.

Total - Show total of each column.

- 5 Total Assessed. Show total fees and expenses assessed for "Commercial" and "Continuous Inspection" (this is the total of the charge columns in the Certificate and Miscellaneous ledgers).
- 6 Grand Total. Show sum of "Balance Uncollected" (as of first of month being reported) and "Total Assessed".
- 7 Transmitted to Washington or Deposited During the Month.
 Show amount deposited (reported on Certificates of Deposit) and/or transmitted to Washington for the credit of your office during the month being reported. Do not include amounts collected covering payments made on unpaid bills which have been forwarded to Washington for collection.
- Balance Uncollected. Show date of first day of month following the month being reported. The amount is the "Grand Total" less the amount "Transmitted to Washington or deposited during month" and less the amount of "unpaid bills forwarded to Washington for collection." This balance uncollected must be in complete agreement with the total amounts shown on all unpaid bills remaining in the files.
- 9 Services Rendered to Other Government Agencies on Contract
 Basis. Show only assessments for which FV-440 or QMISC-1019
 has been completed and forwarded to Washington during the
 month, except the June report of each year will include all
 charges incurred on incompleted contracts.

Do not make entries under "No. of Certificates and Reports." Fees and expenses are taken from the TV-440 or QMISC-1019 completed during the month, which has been held in a separate file pending preparation of the monthly report.

Total. Show totals for each column.

10 Unpaid Bills Forwarded to Washington for Collection. Show name of company, location, and amount of bills forwarded during the current month. Do not show amounts previously reported. If the company is bankrupt, indicate "In Bankruptcy" after the name of the company. If the company is in receivership, indicate "In receivership" after the name of the company. The amount will also be shown on the reverse side of Form FV-359.

The Officer-in-Charge shall sign the report in the lower right hand corner above his typed name.

- C Procedure for Preparing Reverse Side of Form FV-370, Monthly Report
 - Products Inspected During Month of ----, 19-. Insert the month and year under this heading.
 - 2 <u>Item</u>. Under this heading of the form, commodities are grouped to facilitate reporting quantities inspected of each group.
 - 3 Commercial Inspections.
 - a Quantity Represented by Officially Drawn Samples. Report all quantities inspected commercially except quantities inspected under continuous inspection (other than Florida citrus and California dates). This will include inspections made for grade and condition, compliance with a specification, or condition inspections, or to inspections restricted to a particular factor or factors. Information for this portion of the report is taken from the ledger postings and from reports of inspectors assigned to plants operating under "plant inspection-pack certification." REPEAT - Do not include products inspected at plants operating under "continuous inspection" (other than Florida citrus and California dates). The Winter Haven, Florida, office will report under the REMARKS heading all quantities of citrus products packed under continuous inspection. The Los Angeles office will report under the REMARKS heading all quantities of dates packed under continuous inspection. The Washington office will compile the Daily Cannery Reports submitted by inspectors at plant operating under continuous inspection except for Florida citrus and California dates packed under continuous inspection.
 - Estimated Quantity Represented by Unofficially Drawn Samples. Report the estimated quantity represented by any unofficially drawn samples inspected during the month. All quantities reported will be in units of cases, pounds or gallons as indicated on the form for the various commodities. The "Number of Samples" shall be converted to "Quantity Represented" by use of the tables included under SECTION 7, LEDGER RECORDS.

c Report Quantities Checkloaded on Form FV-370. Or the reverse side of Form FV-370 under "REMARKS" each office is required to report the following information:

Total quantities in cases, pounds, or gallons, checkloaded during the month, using the applicable product category as listed on the top half of Form FV-370.

- Report number and quantities of APPEAL INSPECTIONS on FV-370. Although quantities covered by appeal inspections are included with total quantities inspected, each office is required to make an additional separate entry indicating the number of appeals made, quantities involved, and whether the original grade is sustained or reversed. This information should be reported under "REMARKS" of Form FV-370 as shown in the attached sample form.
- 4 Government Inspections. Include in this portion of the report all quantities inspected for Federal Government agencies for which fees and expenses are reported under the heading "Services Rendered to Other Government Agencies" on the front of the report for the current month. Do not include quantities inspected for a Government agency for which inspection charges are assessed to a contractor.
- Attach to the monthly report a supplemental breakdown sheet listing the total charges assessed for each Government contract completed during the month and forwarded to Washington for processing. This report may be prepared on plain bond paper and must be attached to the FV-370 report. The report should include the office identification number and the corresponding total charge for each contract reported during the month on Form FV-370 under "Services Rendered to Other Government Agencies on Contract Basis." Do not include in this report contracts which are incomplete, except as provided for in the cut-off period at the end of the fiscal year. (See Paragraph F2 below).

E Distribution of Monthly Report, FV-370.

- 1 Original to the Washington Office with copy of continuous inspection and plant inspection-pack certification billings attached.
- 2 One copy to District Supervisor.
- 3 One copy retained in office files.

F Time of Submission

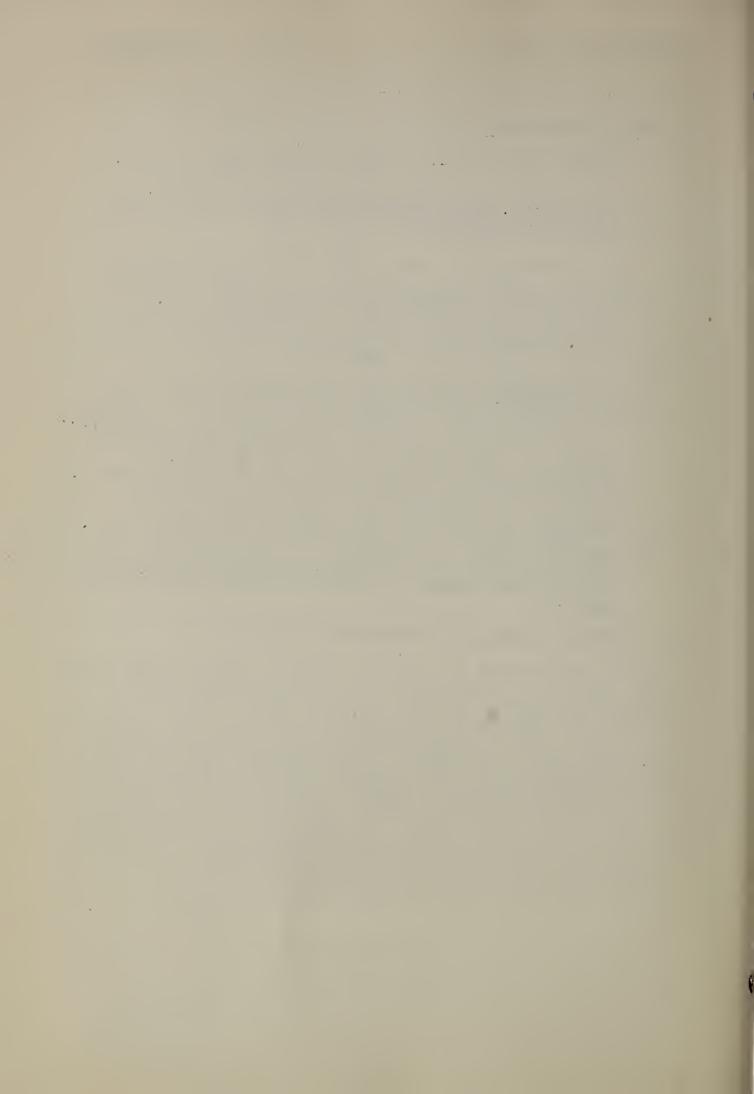
- Monthly Report FV-370 and Report of Operating Expenses, FV-359 should be prepared and submitted at the same time.

 Both should be in the Washington office and District
 Supervisor's office not later than 10 days after the month which the reports cover.
- 2 It is important that June 30 each year be closely observed as the cut-off date for reporting all expenses, assessments and quantities inspected. This cut-off is not a problem on commercial inspections because of the standard policy of billing immediately for lot inspections and billing monthly or semi-monthly for plant inspections.

All unfinished Government contracts covered by Form FV-440 or QMISC-1019 should be checked on June 30 and fees, expenses, and quantities inspected through that date should be included in the FV-370 report for June. As specified in Section 6, however, the field offices will not send the FV-440 or QMISC-1019 reports to Washington until the contract is completed. Care should be taken not to duplicate the time, expenses, and quantities thus reported in June by again reporting such items in a later month when the contract is completed. Also, it is important for fiscal and administrative reporting purposes that the June report each year be mailed from the field offices to arrive in Washington not later than July 10.

NOTE: ERRORS OR OMISSIONS IN PREPARATION OF FV-370:

The report FV-370 should be carefully prepared in order to avoid making errors. However, if an omission or an incorrect listing is made, the necessary adjustment or correction should be made and this change noted under the specific item or column in question in the next month's report. In the case of an arithmetical error, corrections should be made on all copies of the report in which the error occurred. If an error or omission has been made on Form FV-370, the correction should be noted under the appropriate columns - i.e., whether commercial fee or expense, whether Government fee or expense, or whether continuous fee column or the expense column. The adjusted totals, after making the proper corrections, will be carried forward to the reverse side of Form FV-359 and recorded in the appropriate columns.



FORM FV-370 (5-3-50)

U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION

PROCESSED PRODUCTS INSPECTION MONTHLY REPORT

INSPECTION OFFICE

Chicago, Illinois

July, 1955

			FIN	ANCIAL STATEMEN	T		
BALANCE UNCOLLECTED					July	1, 19_ <u>55</u>	\$ 689.92
		СН	ARGES AS	SESSED			
I TEM		F CERTIF ND REPOR		FEES	EXPENSES	TOTAL FEES AND	
	209	147	OTHER			EXPENSES	
Commercial				\$ 1.720.30	\$ 215,11	\$1,935.91	
Continuous Inspection				7/1 22	450 (65) 455 mil van mil	741.22	
TOTAL				\$ 2,462.02	\$ 215.11	\$2,677.13	,
					TOTAL ASSESS	ED	\$ 2,677.13
					GRAND TOTAL		3.367.05
Transmitted to Washingto	or Depos	ited duri	ng month [olus unpaid b	oill (see be		\$ 2.072.80
BALANCE UNCOLLECTED					August	1, 19 <u>55</u>	\$ 1,294.25

SERVICES RENDERED TO OTHER GOVERNMENT AGENCIES ON CONTRACT BASIS

(Not including work for Government Agencies assessed to contractor on fee basis and reported under commercial above. List below only completed assignments or portions of assignments for which Form FV-440 or NYQMPO-442 has been rendered during the month)

AGENCY		F CERTIF		FEES	EXPENSES	TOTAL FEES AND
	209	147	OTHER			EXFENSES
Army Department				\$ 115.80	\$ 12.70	\$ 128.50
Navy Department						·
P. & M. A.						
Veterans Administration				322.50	32.88	355.38
Porest Service						
Marine Corps		· ·				
Interior Department						
Other						
TOTAL				\$ 438.30	\$ 45.58	\$ 483.88
Unpaid bills forwarded to Washingt	or for col	lection		TO STATE OF	\$	
Henry Smith, Inc. (in ban	kruptcy)			\$ 13.88	13.88

REMARKS

AGRICULT, DRE-WARRENGTON

INSPECTOR IN CHARGE.

(Over)

Page 6 Jamuary 1956

PRODUCTS INSPECTED DURING THE MONTH OF July , 19 55

	COMMER	RCIAL IN	SPECTIONS		GOVERNMENT INSPECTIONS	
I TEM	QUANTITY REPRESENT BY OFFICIALLY DRAWN SAMPLES	ED	ESTIMATED QUANTITY REPRESENTED BY UNOFFICIALLY DRAWN SAMPLES		QUANTITY REPRESE BY OFFICIALLY A UNOFFICIALLY DR SAMPLES	AND
Canned or bottled Fruits and Vegetables and Related Products	6,982	Cases	600	Cases	10,821	Cases
Canned Marine Foods		Cases	(Cases		Cases
Marine Products (Kegs, Tubs, etc.)		Lbs.		Lbs.		Lbs.
Frozen Products	751,872	Lbs.		Lbs.		Lbs.
Dried Products		Lbs.		Lbs.		Lbs.
Debydrated Products		Lbs.		Lbs.		Lbs.
Sugar		Lbs.		Lbs.		Lbs.
OTHER COMMODITIES (Into whichever group is most applicable)	Sulphured Cherr	ies	·			
decomposition de la composition della compositio	100,000	Lbs.		Lbs.		Lbs.
Tanks	Liquid Sugar 450.000 Ga	llons	Gə	llons		Gallons

Checkloaded:

Canned F&V products 16,950 cases

Frozen products

40,000 pounds

whhear mahecorons.				
	: Susta:	ined	: Reve	ersed
Product	:Number	:	:Number	8
Category	:Appeals	:Quantity	:Appeals	2Quantity
Frozen products	: 2	: :80,000	: 1	: :40,000 : 1bs.

A Purpose. Each field office is required to submit to the Washington office a Monthly Report of Operating Expenses which consists essentially of a recapitulation of the monthly receipts and expenditures and the resultant "Net Gain" or "Net Loss" for the period covered.

This report is submitted on Form FV-359, "Monthly Report of Operating Expenses," and serves as guide to the Chief of the Branch, District Supervisors and Officers-in-Charge in evaluating the efficiency and financial status of the individual field office as well as providing data for the compilation of periodic progress reports and the annual Branch reports.

The front side of Form FV-359 is designated to report obligated funds only. Expenditures of moneys for salaries (unless otherwise instructed by the District Supervisor) and all operating expenses are entered in appropriate object classifications — Items 31 through 09. In addition it will be necessary to include Object 15 (Social Security charges) and Insurance Costs on the front side of Form FV-359. These items shall be carried as separate entries under "Ol Personal Services" by inserting the words "Object 15" and "Insurance" in the space provided for items not reported; (for example, "L.A." or "W.A.E."). Do not include Object 15 or Insurance in the totals for Ol. On the contrary extend the charges for Object 15 and Insurance to the right hand column of the form immediately above "Total Ol." Both "Object 15" and "Insurance" will necessarily be included in the "Grand Totals" shown at the bottom of the form.

The reverse side of Form FV-359 is designed to provide suitable space and headings for reporting RECEIPTS and EXPENDITURES in accordance with procedures outlined in this instruction. The difference between "TOTAL RECEIPTS" and "TOTAL EXPENDITURES" is the "NET GAIN" or "NET LOSS" for the month covered by the report.

Because of the purpose of the report and the method of computing the various items the expenditures itemized on the front side of Form FV-359 will not agree in many respects with those shown on the reverse side of the form. The front side is restricted entirely of moneys which are obligated by the field to cover actual selaries (unless otherwise instructed by the District Supervisor) and operating expenses. The reverse side of the form reflects more nearly the actual operating costs of the office by the inclusion of "Total Earned Recompense" in lieu of "Ol Salary." The item "Total Earned Recompense" reflects not only the salary cost according to actual days worked but also includes the cost of compensatory time worked, annual leave accruals, and salary

Page 1 January 1956 charges of inspectors working in a particular field office but who are officially headcuartered in another District. In addition there are certain other costs that are reported on the reverse side of the form that are either omitted entirely from the front side of the form (for example PIM charges and Salary costs for services of other Branch or Departmental employees), or, in a different amount (for example, travel costs, Object 15 and Insurance Costs for employees headcuartered in another District).

In order to facilitate the preparation of Form FV-359, field offices will use certain supplemental working forms which become a part of the monthly operating report.

- 1 "Breakdown of Salary and Personal Service Items." This form is used to enumerate salary and personal services items for each employee assigned to the field office during the month. Also include on a report sheet those employees headquartered in the area served by the field office but who may be working in another District.
- 2 "Computation Sheet." Sub-Totals for certain specific items are transferred from the aforementioned Breakdown Sheet(s) to the appropriate headings on the "Computation Sheet." The totals from the "Computation Sheet" are transposed to Form FV-359 as specified in this instruction.

The District Supervisors may choose to assume the responsibility for carrying the Ol Salary, Object 15, Travel and Insurance Costs obligations for the entire District on a separate District Report. If the field office is notified by the District Supervisor that such is the case, it will be necessary for the field office to omit Ol Salary, Object 15, Travel and Insurance Costs obligations from the front of FV-359. Under this arrangement only that portion of the computation sheet dealing with Expenditures will be prepared by the field office. A breakdown sheet for employees working in another District will be prepared by the District office and not by the field office, since the field office will not be concerned with obligations for employees working in another District.

Instructions for completing Form FV-359 and the supplemental break-down and computation sheets are outlined in detail below.

- B Preparation of Monthly Report of Operating Expenses Form FV-359.
 - 1 Breakdown of Salary and Personal Services Items Reported FV 359-1. (Refer to sample form attached to the end

1.

of this section). Each office is required to prepare a breakdown of salary and personal services items reported for use in preparing FV-359 and this breakdown sheet becomes a part of Form FV .- 359 and should be attached to each copy of the completed Monthly Report of Operating Expenses. Procedure for preparing the Breakdown Sheet is as follows:

- a Name. List the name of personnel either alphabetically or according to salary schedule. Last name first, followed by initials.
- b Annual Salary. Refer to the latest effective Salary Table.
- c Daily Salary. Refer to the latest effective Salary Table.
- d Number of Days Worked. Enter in this column the number of working days (including holidays that fall within the work week) in the month or during the period employee is assigned to your office, minus annual and compensatory leave used during the month. Substract only compensatory leave that has been previously reported under "Compensatory Time worked." (See B, 3, a, below). Do not subtract sick leave.
- Total Earned Recompense. Total Earned Recompense includes (1) Salary Parned, (2) Annual Leave Amount Accrued, (3) Compensatory Time Worked, and (4) Paid Hours (Overtime including Holiday Pay and Night Differential). (Also see "Lump Sum Payment." 3(b) for instructions on handling Compensatory Time converted to Overtime).
 - (1)Salary Farned. Multiply the number of days worked by the employee's daily salary. The amount may be taken from the latest "Table of Salary and Annual Leave Accrual Charges" which has been furnished each office.
 - (2) Annual Leave Amount Accrued. Multiply the number of working days in the month (including holidays that fall within the work week) or during the period employee is assigned to your office by the appropriate daily accrual rate shown below:

ANNUAL LEAVE ACCRUED DAILY ACCRUAL RATE

26 days 20 days 13 days

0.1 day 0.077 day 0.05 day

Multiply number of days accrued annual leave by the employee's daily salary to obtain annual leave amount accrued in dollars and cents. For convenience the amount may be taken from the latest "Table of Salary and Annual Leave Accrual Charges" which has been furnished each office.

(3) Compensatory Time Worked.

- (a) Hours. Show here the number of hours worked for which compensatory leave will be granted. Do not show compensatory time worked by inspectors assigned to In-plant Inspection on a year-round basis unless the time is being billed periodically against the plant as Compensatory Leave or Overtime.
- (b) Amount. Show here the monetary equivalent of the compensatory time worked. If an employee works 3 hours compensatory time and his regular hourly salary is \$2.14, the amount shown in this column will be \$6.42.

(4) Paid Hours.

- (a) Overtime. Show here the number of hours worked for which overtime is to be paid.

 Include any hours for which an employee is to be paid for actual work on a holiday.
- (b) Night Differential. Show number of hours which are to be paid at the night differential rate. These hours are the actual number of hours worked and not 10, of the hours worked.
- (c) Amount. Show here the monetary equivalent of the two preceding columns the amount of overtime or holiday pay plus the amount of night differential pay. Night differential pay is calculated by multiplying the number of night differential hours by 10% of the regular hourly rate.

When Compensatory Time which has previously been included in Total Earned Recompense is converted to overtime for cash payment, follow the instructions under 3(b) of this section and do not include such amounts in "Paid Hours."

f Leave Used Hours.

- (1) Compensatory. Show in this column the number of hours compensatory time taken during the month that has previously been reported under "Compensatory Time Worked."
- (2) Annual Leave. Enter the number of hours of annual leave used during the month.
- g Ol Days. Show the number of working days, including holidays in the month or in the period covered by the assignment.
- h Ol Salary. Multiply the number of working days, including holidays in the month or in the period covered by the assignment (number of days shown under "Ol Days") by the employee's daily salary. (Also see "Lump Sum Payment.")
- i Object 15. Enter Social Security costs to us for the employees who are not under the Civil Service Retirement Act. Social Security costs are 2% of the amounts shown in the "Ol Salary" and "Paid Hours" columns for the first \$4,200 earned during each calendar year. In order to facilitate the audit and posting of Object 15 it is requested that the office always make an entry for each employee covered by the Retirement Act, insert the letter "R." For those employees who have earned the maximum taxable salary (i.e., \$4,200) insert "Pd." Since an employee may be assigned to various offices during a calendar year, it will be necessary for the District Office to keep track of the amounts earned by such employees during the calendar year. It will be the responsibility of the District Office to notify the office under whose jurisdiction the employee is working when \$4,200 has been earned for the calendar year so that no further Social Security costs will be shown during the calendar year.

j 07 Insurance.

- (1) The Federal Employees Group Life Insurance became effective August 29, 1954. All Federal employees in our Branch (who are paid wholly from Federal Funds) are covered except the following:
 - (a) Those employees who have signed a waiver-Standard Form 53.
 - (b) Those employees serving under WAE appointment who do not have a regular tour of duty.
 - (c) Those employees serving under a temporary or seasonal appointment (restricted to a definite length of time).
- All employees except those over 65 years of age pay 25 cents per thousand dollars of insurance each pay period through payroll deduction. addition each agency contributes an amount equal to one-half this amount (or 12 1/2 cents per thousand dollars of insurance) each pay period. Employees over 65 receive insurance at no cost to themselves or to the employing agency.

The amount of insurance provided each employee is equal to the employee's annual salary to upper \$1,000. For example, if the annual salary is \$3,175, the employee will receive insurance in the amount of \$4,000; or, if the annual salary is \$5,935, the employee will receive insurance in the amount of \$6,000.

The amount of insurance will change upon any increase or decrease in annual salary which places the employee in a different thousand dollar multiple category. For example, an employee with a basic salary of \$4,955 per annum may receive a longevity or step increase to \$5,080 per annum which will entitle such employee to another thousand dollars insurance. If an employee receives a periodic step increase (PSI) any increase in coverage

will be effective as of the effective date of the PSI which is always the beginning of the pay period. If the employee receives a grade promotion and such promotion is not effective as of the beginning of the pay period, any increase in coverage will be effective as of the date of the beginning of the pay period immediately following the effective date of the promotion.

In preparing the financial statement and monthly report, it is essential that due consideration be given to any changes in coverage such as illustrated in the foregoing paragraph.

- (3) Field offices must include the Branch obligation with respect to cost of insurance on the monthly report as follows:
 - (a) Insert the Branch cost of insurance opposite the name of each employee who is insured. This is determined by multiplying the number of days listed in the Ol Days column by the number of multiples of thousand dollar insurance by 0.0125 (cost per working day). For your convenience the table "Federal Employees! Life Insurance Cost to Branch" attached at the end of this section may be used to facilitate computation for each employee. For example, if an employee is covered by \$7,000 insurance and is assigned to your office for 19 working days (01 Days column), the cost for that employee is readily ascertained by following the column headed by \$7,000 down to 19 days which gives a value of \$1.66.
- k Travel Expenses. Include in this column mileage by Personal Automobile, Per Diem, Transportation Requests, and other miscellaneous transpertation such as taxi fare, toll charges when paid by traveler, etc. The amounts shown in this column will not necessarily agree with the totals shown on the front of the individual expense accounts. For example, non-reimbursable items such as Transportation Request Charges must be included

in this column but will not appear in the Expense Account Totals for which reimbursement is claimed. Moreover, reimbursable miscellaneous expenses such as Postage, Telephone Calls, Apress Charges, Office Laundry. Laboratory Supplies, purchased and paid for by the employee, should not be included in this column, but should be included under the appropriate object classification on the front of Form FV-359.

1 Sub-Totals. Space is provided for totaling the individual columns on the breakdown sheet so they can readily be carried forward to the "Computation Sheet."

IMPORTANT ADDITIONAL INSTRUCTIONS FOR

PREPARING THE BRUAKDOWN SHEETS

- 2 Inspectors On Duty in A District Other Than One in Which They Have Their Official Headquarters.
 - a When one or More of your Inspectors are on Duty in Another District, report these inspectors on a separate "Breakdown Sheet." Insert a heading across the "Breakdown Sheet" directly below the column headings. Designate this heading as: "INSPECTERS ON DUTY IN (specify) DISTRICT." Make proper entries under Annual Salary, Daily Salary, Paid Hours, Object 15, 07 Insurance, 01 Days, 01 Salary, and 02 Travel. The "Sub-Totals" from this Breakdown Sheet will be carried forward to the "Computation Sheet."
- NOTE: When inspectors officially headquartered in one District, are assigned to another District for an extended period of time, and when T&R's are forwarded directly to the District Office governing the inspector's headquarters, the above entries shall be made on the District Office report in which the inspector's headquarter office is located.
 - b When Inspectors Who are Officially Headquartered in Another District are on Duty in your office, report these inspectors on a separate "Breakdown Sheet." Insert a heading across the "Breakdown Sheet"

directly below the column headings. Designate this heading as: "INSPECTORS ON DUTY FROM (specify) DISTRICT." Make proper entries under Annual Salary, Daily Salary, No. Days Worked, Total Earned Recompense (Salary Barned, Amount A/L Accrued Compensatory Time, and Paid Hours) and Leave Hours Used, Object 15, 07 Insurance, 01 Days, 01 Salary, and 02 Travel. The "Sub-Totals" from this "Breakdown Sheet" will be carried forward to the "Computation Sheet."

- Lump Sum Payments for Annual Leave at Time of Resignation or Termination or Payments for Overtime Which has been Converted from Compensatory Time.
 - a Employees are paid in a lump sum for any annual leave remaining to their credit at time of resignation or termination plus 8 hours for each official holiday falling within the period that would be covered by the annual leave. The amount is calculated by multiplying the number of hours annual leave (including 8 hours for each holiday falling within the period that would be covered by the annual leave), by the employee's current regular hourly rate. Include this amount in the "Ol Salary" column and the number of hours (converted to days) in the "Ol Days" column as a separate entry for each employee concerned. Explain this entry with a footnote as follows: "Annual Leave Lump Sum Payment." If the employee was with our Division prior to July 1, 1947, contact the District Office for the amount of the lump sum payment to be included under "Total Barned Recompense" in the "Salary Gerned" column as a separate entry for each employee concerned. Explain this entry with ... a footnote as follows: "Annual Leave Lump Sum Payment Jarned Prior to July 1, 1947."
 - b Employees with compensatory time remaining to their credit at time of resignation or termination may be carried on compensatory leave until all compensatory time is used up or the unused compensatory time may be certified as overtime in which case cash payment will be made at the true overtime rate. The amount of cash payment for any compens tory time which may be converted to paid overtime is calculated by multiplying the number of hours by the overtime hourly rate at time worked. If cash payment is made, include this amount under "Ol Salary" column as a separate entry for each employee concerned. Sxplain the entry with a

footnote as follows: "Cash Payment of converted Compensatory Time." Adjust "Total Earned Recompense" to reflect the difference between the rate at which compensatory time is certified for cash payment in accordance with whichever of the following is applicable:

- (1) If the overtime rate is more than the regular hourly rate at which such compensatory time was earned, the difference between the two amounts is added to the "Salary Earned" column as a separate entry with appropriate footnotes.
- (2) If the overtime rate is less than the regular hourly rate at which such compensatory time was earned, the difference between the two amounts is subtracted from the "Salary Earned" column with appropriate footnotes. Unless overtime was earned prior to November ?, 1954, it is very unlikely that any inspector's overtime rate will be less than his regular hourly rate.
- c Any compensatory time converted to overtime shall be handled as b above.
- 4 Computation Sheet for Obligated Funds and Expenditures -FV 359-2. (Refer to sample form attached to the end of this section). Fach office (unless otherwise instructed by the District Supervisor) is required to prepare a computation sheet showing how the obligated funds and the expenditures used in prevaring FV-359 are obtained. A copy of this "Computation Sheet" should be attached to each copy of the completed "Monthly Report. of Operating Axpenses."
 - a Item 1, Total Farned Recommense.

The "Sub-Totals" of "Salary Ferned," "Amount A/L Accrued, " "Compensatory Time Amount" and "Paid Hours Amount" columns from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees assigned to your office who are headquartered in another District should be brought

forward and added together to give the Total Earned Recompense for Expenditures, which will be carried forward to the reverse side of FV-359.

b Item 2, Personal Services.

The "Sub-Totals" of "Ol Salary" and "Paid Hours Amount" columns from the breakdown sheet covering employees assigned to your office who are head-quartered in your District, and the breakdown sheet on employees who are headquartered in your District but are assigned to another District, should be brought forward and added together to give the Total Ol Personal Services for Obligated Funds which will be carried forward to "Total Ol" on the front of FV-359.

- c Item 3. Social Security Costs.
 - (1) The "Sub-Totals" of the "Object 15" column from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees who are headquartered in your District but are assigned to another District should be brought forward and added together to give the Total Object 15 for Obligated Funds which will be carried forward to the front of FV-359.
 - (2) The "Sub-Totals" of the "Object 15" column from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees assigned to your office who are headquartered in another District should be brought forward and added together to give the Total Object 15 for Expenditures which will be included with the "Total Carned Recompense," "Insurance Costs" and "Object 15" on the reverse side of FV-359.

d Item 4, Travel.

(1) The "Sub-Totals" of the "02 Travel" columns from the breakdown sheet covering employees assigned to your office who are headquartered

Page 11 January 1956 in your District and the breakdown sheet covering employees who are headquartered in your District, but are assigned to another District should be brought forward and added together to give the Total O2 Travel for Obligated Funds which will be carried forward to "Total O2" on the front of FV-359.

(2) The "Sub-Totals" of the "O2 Travel" columns from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees assigned to your office who are headquartered in another District should be brought forward and added together to give the Total Travel for Expenditures which will be carried forward on the reverse side of FV-359.

e Item 5, Insurance Costs.

- (1) The "Sub-Totals" of the "07 INS." columns from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees who are headquartered in your District but are assigned to another District should be brought forward and added together to give the Total 07 INS. for Obligated Funds which will be carried forward to the front of FV-359.
- (2) The "Sub-Totals" of the "07 INS." columns from the breakdown sheet covering employees assigned to your office who are headquartered in your District and the breakdown sheet covering employees assigned to your office who are headquartered in another District should be brought forward and added together to give the Total 07 INS. for Expenditures which will be included with the "Total Earned Recompense," "Insurance Costs" and "Cbject 15" on the reverse side of FV-359.

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- Preparing Face of Report FV-359. After completion of the breakdown and computation sheets as outlined . 102 "Tabove, proceed with the face of FV-359 as follows: FRAME SITE
 - a Insert the words "Processed Foods Inspection" just above the "Monthly Report of Operating Expenses heading.
 - b City. Show city and State of field office location.
 - c Fiscal Year. Current Fiscal Year. (Example July 1955 through June 1956 is Fiscal Year 1956.)
 - d Month. Current month covering period of report.
 - e Ol Personal Services. (Unless otherwise instructed by the District Supervisor.) Under this item show Total Ol Personal Services \$ _____ recorded under Item 2 on the computation sheet. This object is broken down into the following categories: Permanent, Temporary, WAE, LA, Night Differential and Overtime. Show only Total Ol - do not show a breakdown.
- reconst , the for Social Security Costs (Object 15). (Unless otherwise instructed by the District Supervisor.) As previously stated, Object 15 will be inserted under "Ol Personal Services," but will not be included in the "Total Ol." This cost will be brought forward from Item 3? Total for Obligation of the Computation Sheet.
- g 07 Insurance Costs. (Unless otherwise instructed by your District Supervisor.) As previously stated, Insurance Costs will be inserted under Sammenting at "Ol Personal Services," but will not be included to fight of the control in the "Total Ol." This cost will be brought forward from Item 5, Total for Obligation of the computation sheet.
- h <u>02 Travel</u>. Under this object bring forward amount of Total for Obligation from Item 4 on the Computation Sheet. This object is broken down into the following categories: Per Diem, Private Automobile, Other Transportation, including T&R's. Show only Total 02 - do not show breakdown.

Page 13 January 1956

- i 03 Transportation of Things. Self-explanatory. 1/
- i 04 Communication Services. Self-explanatory. Since telephone and telegraph bills are rarely received in time for the current report, the only alternative is to use the latest bill you have received for these utilities, which will usually be for the previous month. If this policy is followed consistently, the variation in the total for the year will be negligible. 1/
- k 05 Rents and Utilities. Self-explanatory. Handle bills for utilities the same as Communication Services, if not received in time for current report.
- 1 07 Other Contractual Services. Item of Janitor should not include any janitor service given by employee who is certified on SF-1130 and paid on regular pay roll. Do not show Insurance Costs here.1/
- m 08 Supplies and Materials (Expendable or semiexpendable articles). Should include gas and oil; replacement parts for cars, such as tires, tubes and batteries; office supplies; laboratory supplies, such as chemicals and class; or noninventorial (expendable) equipment. 1
- n 09 Equipment (non-expendable or inventorial articles). Include all purchases of inventorial (non-expendable) equipment, such as automobiles, typewriters, microscopes, scales and all other items secured on purchase order requiring property number, and paid out of funds allocated to your District. Do not include items purchased and paid for by the Washington or other District offices. (See instructions further outlined in this Section.) 1
- o Grand Totals. Self-explanatory.
- 6 Preparing Reverse Side of FV-359 Receipts and Expenditures. This part of FV-359 shows a complete statement of the financial operations affecting the gain or loss of your office. Briefly it shows a summary of the "Total Receipts,"
- 1/ It is not necessary to show a breakdown of items 03 through 09, inclusive, unless so directed by the District Supervisor. Unless otherwise directed, just show the total of each object.

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"Total 'xpenditures" and the resultant "Gain" or "Loss" as the case may be, and should be prepared in accordance with the following outline:

- a Receipts. Information to be taken from FV-370, Processed Products Inspection Monthly Report.
 - (1) Commercial. Commercial neceipts are the total assessed commercial fees and expenses. Show amount in the Credit column.
 - (2) Government. Government receipts are total fees and expenses shown under "Services Rendered to Other Government Agencies" on Form FV-370. Show amount in the Credit column.
 - (3) Less Unpaid Bills Forwarded to Washington, D. C., for Collection . Name of Company fill in the name of the company and the amount in Debit column the same month it is reported on FV-370.
- (4) Plus Unpaid Bills Collected that have Previously been Forwarded to Washington for Collection. Name of Company - fill in the name of the company and the amount collected either by your office or the Washington office in the Credit column.
 - b Total Receipts. Deduct the amounts shown in the Debit column from the amounts shown in the Credit column and show the difference in the Net column.
 - c Expenditures. This is the amount of Expenses assumed by your office. This goes in the Debit column.
 - (1) Total Earned Recompense. Immediately following this designation insert "Insurance Costs and Object 15" so that the heading will now read, "Total Earned Recompense, Insurance Costs and Object 15." Refer to the "Computation Sheet" and to the total of Item 1 (TER) add the Expenditure totals for

Item 3 (Object 15) and Item 5 (INS.). Report only the total of these three items.

- (2) Total Travel Axpenses. Fill in the amount shown under this heading from "Total for Expenditures" under Item 4 on the "Computation Sheet."
- (3) 03 Through 09. Refer to the front side of Form FV-359 and obtain the total for all items included in 03 Through 09. Report this total in the appropriate space on the reverse side of Form FV-359.
- Shipping Charges in Debit Column. When supplies or equipment are shipped to your office by another inspection office, by the District office, or by the Washington office, fill in the amount of the shipping charges in the Debit column.
- <u>Purchased for our Office</u>
 by <u>Office in Debit Column.</u> (5) When supplies or equipment are purchased for your office by another office, fill in the item purchased for your office, the name of the office purchasing the item, and the amount in the Debit column.
- (6) Shipping Charges in Credit Column. When supplies or equipment are shipped by your office to another inspection office, the District office, or the Washington office, fill in the amount of the shipping charges in the Credit column.

Page 16 January 1956 Office for Office
in Eredit Column. When supplies
or equipment are purchased by
your office for another office,
fill in the item your office purchased, the name of the office
the item was purchased for and
fill in the amount in the Credit
column. Fill in this information
for each item your office purchased
for another office.

Example: of (4), (5), (6), and (7) above:

The Chicago office purchases a Light Box for the New York office for \$\psi 41.85\$ and issues the prepaid bill of lading for \$\psi 12.00\$ shipping charges.

The Chicago office report would be as follows:

Credit Column
Shipping Charges \$12.00
Light Box purchased
by our office for
New York office. \$41.85

The New York office report would be as follows:

Debit Column
Shipping Charges \$12.00
Light Box purchased
for our office by
Chicago office. \$41.85

(8) Other. If and when the services of an imployee from another Division or Branch of the Department (Grain Division, or Fresh Fruit and Vegetable Prace) are used by us in the capacity of Sampler, or loader, the cost to our Branch should be listed as an Expense as follows:

hrs. G/D @ \$3.00 \$\text{\$\phi\$} . The amount goes in the Debit column.

- d Total Expenditures. Deduct the amounts shown in the Credit column from the amounts shown in the Debit column and show the difference in the Net column.
- Gain or Loss. Mark out one of these designations and leave the applicable one and amount.

Policy.

- a Inspectors Reporting from one Field Assignment to Another. Unless otherwise instructed by the District Supervisor, charges for inspector's salary, expenses and travel costs will be assumed by the destination office, from the time employee departs for new assignment regardless of location of inspector's official headquarters. If annual leave, sick leave or compensatory leave is granted enroute, date of departure for new assignment shall be considered as of termination date of any such leave taken between assignments. If leave is taken enroute appropriate time should be allowed as work time to cover actual travel from point of departure to point of destination.
- b Period Covered by Report. FV-359 should cover all items of expense for an entire calendar month, should be compiled as promptly as possible after the first of each month, after the completion of FV-370 Monthly Report, and should reach destination point no later than 10 days after the end of the month which the report covers.

8 Distribution. Original FV-359 with Breakdown and Computation Sheets attached together with the original co. of FV-370 to

Mr. F. L. Southerland, Chief Processed Products Standardization and Inspection Branch Fruit and Vegetable Division, AMS U. S. Department of Agriculture Washington 25, D. C.

One copy of FV-359 with Breakdown and Computation Sheets attached, with one copy FV-370 to -- -- District Office. One copy of FV-359 and Breakdown and Computation Sheets and copy of FV-370 to be retained in office.

9 Errors or Omissions. When an omission or an incorrect listing is discovered in the Monthly Report of Operating Expenses or in the Breakdown or Computation Sheets after sending them to the Washington office, make the necessary 'corrections and note these corrections under the specific item in question in the report for next month, unless otherwise advised by the Washington office. In case of an arithmetical error, make corrections on all copies of the report in which the error occurred. For instance, if an error has been made in reporting the amount of Salary or Expense Account, make the correction the next month on the Breakdown and Computation Sheets attached to Form FV-359. Or, if an error has been made in supplies and materials, make the correction in the appropriate space under Object 08. Notations as to adjustments or corrections should not be made on the reverse side of Form FV-359 unless there is no other place to make such adjustment of correction. For example, any correction in P.I.M. or "Other" would necessarily be made on the reverse side of FV-359. However, the amounts reported on the reverse side of this form will reflect the corrections made in each of the appropriate categories or items.

> Page 19 January 1956

FEDERAL EMPLOYES LIFE INSURANCE

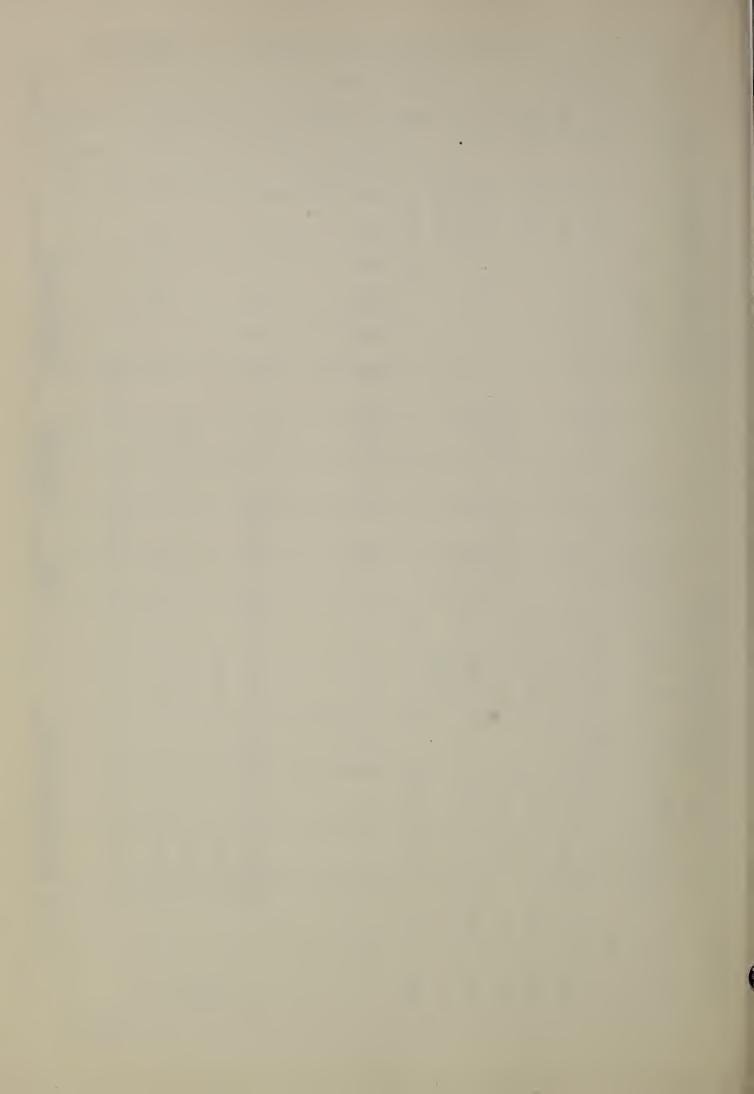
COST TO BRANCH

Number: of \$ working: Days	3,000	\$ 4,000	Amount of In \$\phi\$ 5,000 Working Day	\$ 6,000	\$ 7,000	\$ 8,000
1 \$.0375	₩ .0500	\$.0625	ψ .0750	\$.08 7 5	\$.1000
2	.0750	.1000	.1250	.1500	1750	.2000
3	.1125	.1500	.1875	,2 250	.2625	.3000
4	.1500	. 2000	•2500	.3000	.3500	.4000
5	.1875	2500	.3125	. 3750	.4375	•5000
6	.2250	.3000	.3750	.4500	.5250	.6000
7	.2625	.3500	•4375	.5250	.6125	7000
8	.3000	.4000	.5000	.6000	.7000	.8000
9	.3375	.4500	. 5625	.6750	.7875	.9000
10	.3750	.5000	.6250	.7500	.8750	1.0000
11	.4127	.5500	.6875	.8250	.9625	1.1000
12	.4500	.6000	.7500	.9000	1.0500	1.2000
13	.4875	6500	.8125	.9750	1.1375	1.3000
14	.5250	.7000	. 2750	1.0500	1.2250	1.4000
15	.5625	.7500	.9375	1.1250	1.3125	1.5000
16	.6000	.8000	1.0000	1.2000	1.4000	1.6000
17	.6375	.8500	1.0625	1.2750	1.4875	1.7000
18	.6750	.9000	1.1250	1.3500	1.5750	1.8000
19	.7125	.9500	1.1875	1.4250	1.6625	1.9000
20	.7500	1.0000	1.2500	1.5000	1.7500	2.0000
21	.7875	1.0500	1.3125	1.5750	1.8375	2.1000
22	.8250	1.1000	1.3750	1.6500	1.9250	2.2000
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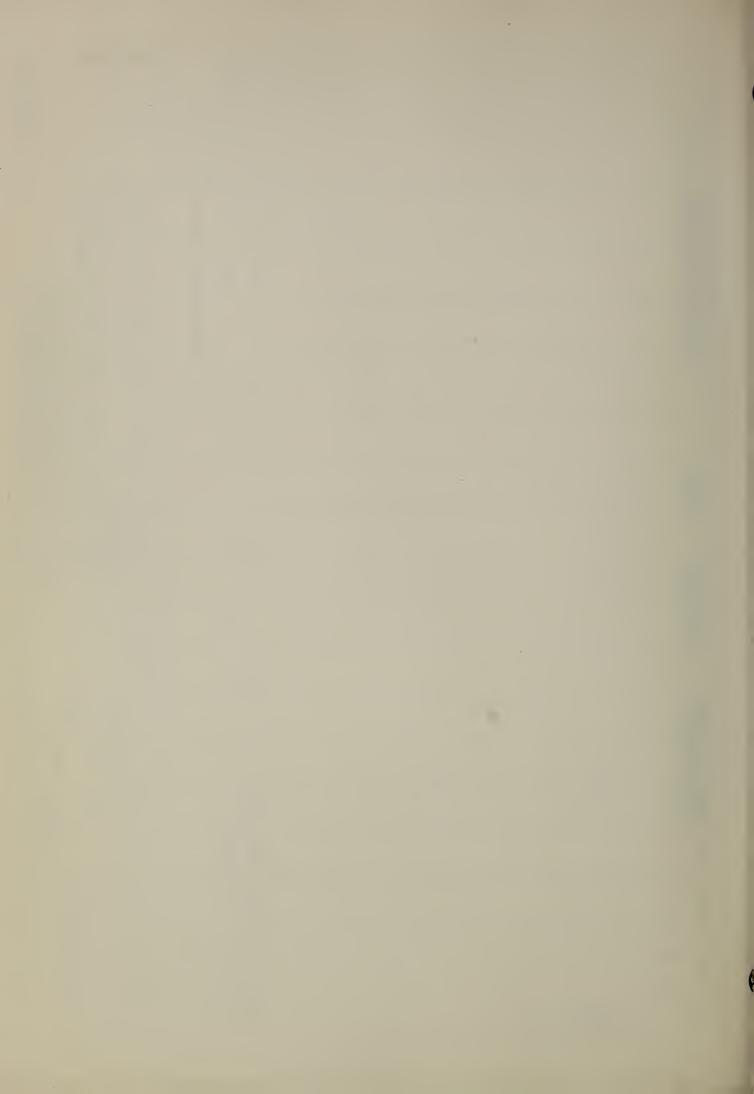
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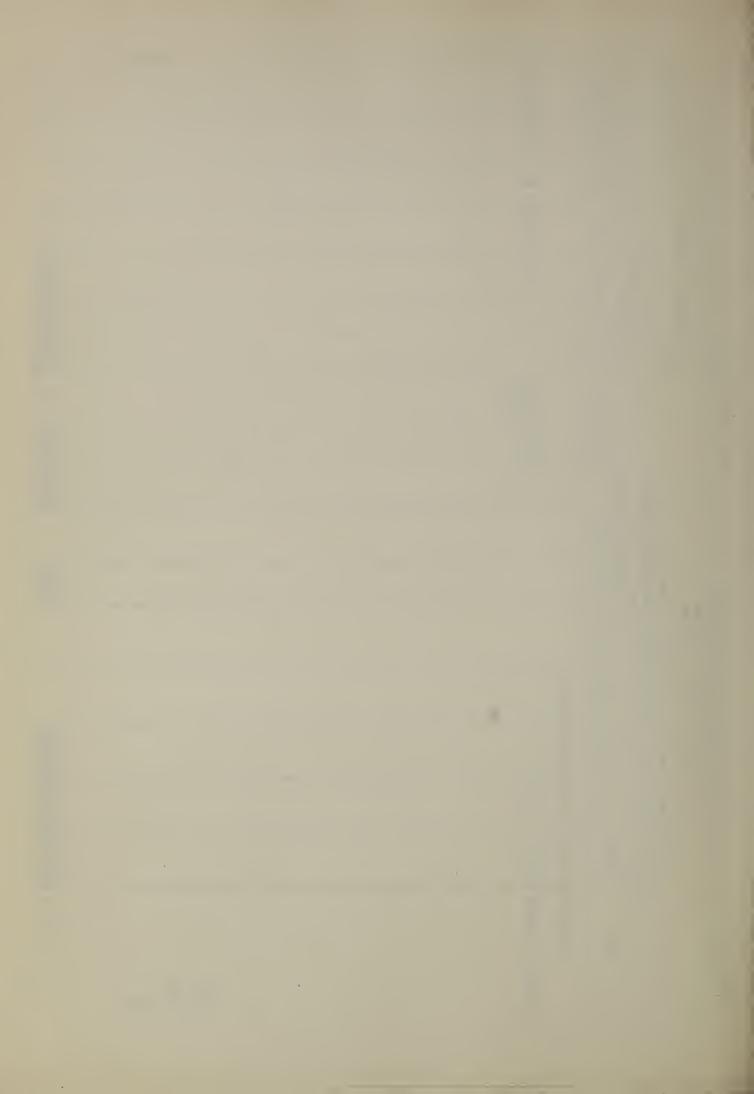
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	ANNUAL	DAILY	NO.			L EARNE		PENSE			LEAVE HOURS	-	-	5	OB IECT		63
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John J. Doe	4,525	17.44	12	366.24	28.20	₹9ħ	130.20		872	19.25			21 3	366.24	Pd	1.31	
James P. Poe 1/	3,670	14.08	0	28.163										154.882/Pd	/Pd		
00 00 00				1,7.245										130.204/Pd	/Pd		
Susan S. Sloe	3,430	13.20	12	277.20	13.86								21 2	277.20	R	1.05	
Page 21 January 1956	James Annual Annual Cash Pa Adjustr	. F. Lea Lea Wrme with sh	resigned effectump Sum Paymof Converted Total Earned nent and original 1,505.	d effectivum Payment. Earned Comp Earned Recomp The Original	oe resigned effective B.G.B. 12/1/55. We lump Sum Payment. We Lump Sum Payment Earned Prior to July not of Converted Compensatory Time. Of Total Earned Recompense to compensate Payment and original amount charged as Compensatory and Original amount charged as Compensatory 130.20	है दे हैं है	rior to July 7. Time. to compensate charged as Company 200 mm 130.20	H E	y 1, 1947. Ute for differ Compensatory	s 1947. for difference pensatory Time. 19.25	e e			1,75626		5,25 5	SECTION 10



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	u u K		DAILY	BREAKDOWN OF SALARY AND PERSONAL RTED ON FORM FY-359, "MONTHLY REPORT OF	u. AGI
	FROM EASTERN 4.08 2½		NO. DAYS WORKED	SALARY /-359, "I	S. DEPAR RICULTUR FRUIT AND PROCESSED
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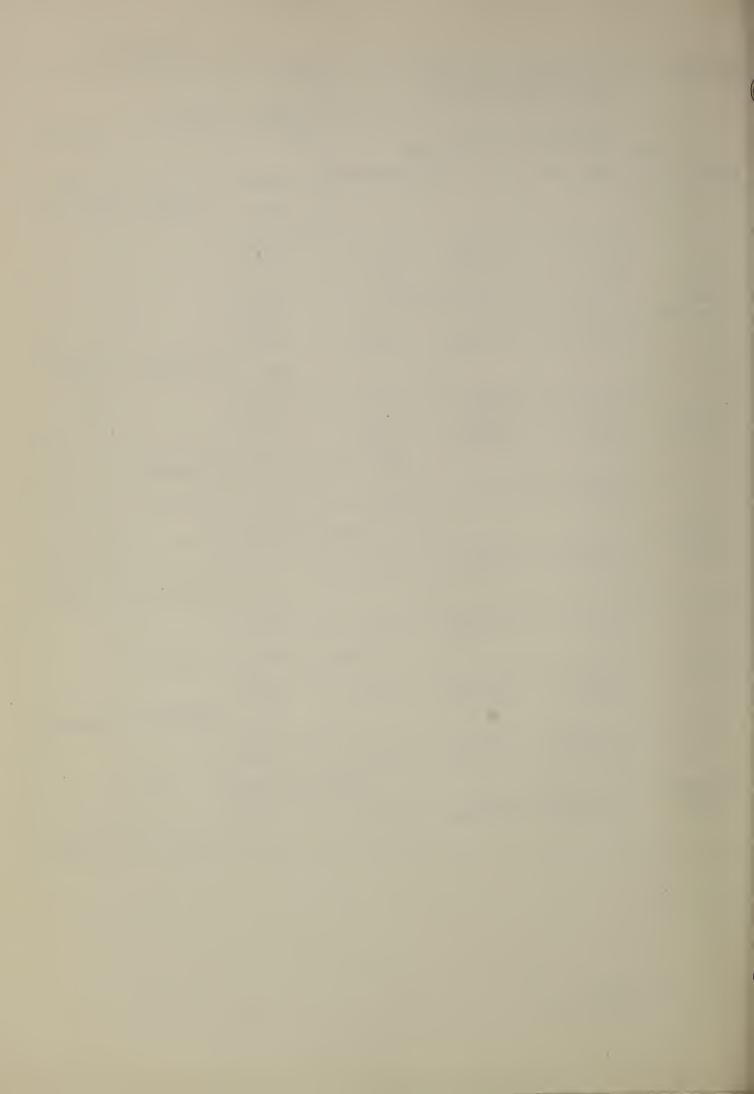


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U. S. DEPARTMENT OF AGRICULTUR AGRICULTURAL MARKETING SERVIC FRUIT AND VEGETABLE DIVISION PROCESSED PRODUCTS INSPECTION			2	DAYS	WORKED	ERN DI			
O. S AGR		FORM FV.		DAILY		IN WESTERN DISTRICT	17.44		
		REEAKDOWN OF SALA (REPORTED ON FORM FV-359,		ANNUAL	-	ON DUTY	\$4,525		
39-1		(REF		NAME		INSPECTOR O	Gates		SUB-TOTALS
FORM FV-359-1 (1-6-55)				N		Ä	George G.	. Page 23 January 1956	S TOWN THE S



FORM FV-359-2 (1-6-55) OFFICE U. S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE FRUIT AND VEGETABLE DIVISION PROCESSED PRODUCTS INSPECTION Chicago, Illinois MONTH FISCAL YEAR COMPUTATION SHEET FOR OBLIGATED FUNDS AND EXPENDITURES (REPORTED ON FORM FV-359, "MONTHLY REPORT OF OPERATING EXPENSES") 1956 December OBLIGATED FUNDS ITEM AMOUNT **EXPENDITURES** Salary Earned (Sub-Total) \$ 1,505.16 From District Eastern 91.52 Amount A/L Accrued (Sub-Total) 105.83 District 4.93 Eastern 1. TOTAL Compensatory Time Amount (Sub-Total) 130.20 EARNED From 23.76 Eastern District RECOMPRNSE g. Paid Hours (Sub-Total) 19.25 18.76 From District Eastern Total Earned Recompense \$ 1,899.41 1,756,76 a. 01 Salary (Sub-Total) 366.24 Western District 2. PERSONAL c. Paid Hours (Sub-Total) 19.25 SERVICE Western 36.69 d. To District Total 01 Personal Service \$ 2.178.94 a. Object 15 (Sub-Total) b. To District 3. SOCIAL Total for Obligation SECURITY c. Object 15 (Sub-Total) COSTS d. From Eastern District .99 Total for Expenditures .99 17.20 a. 02 Travel (Sub-Total) 152.74 Western District b. To Total for Obligation 169.94 4. TRAVEL c. 02 Travel (Sub-Total) 17.20 d. From District 297.50 Eastern Total for Expenditures | \$ 314.70 a. 07 Insurance (Sub-Total) 5.25 b. To District Western 1.31 Total for Obligation 6.56 5. INSURÂNCE c. 07 Insurance (Sub-Total) 5.25 COSTS District d. From Eastern .33 Total for Expenditures | \$ 5.58

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January 1956



FORM FV-359 (6-26-52) U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION FRUIT AND VEGETABLE BRANCH

Chicago, Illinois

CITY

PROCESSED FOODS INSPECTION MONTHLY REPORT OF OPERATING EXPENSES

FISCAL YEAR MONTH 1956 December OBJECT ITEM ESTIMATED EXPENSES Permanent \$ Temporary XXXX 01 PERSONAL Object 15 SERVICES KAX \$6.56 TOTAL 01 Insurance Costs Night Differential Overtime \$ 2,178,94 Per Diem \$ TOTAL 02 02 TRAVEL Private Automobile Other Transportation, including T.R's. 169.94 Freight, Express and Drayage \$ 12.82 03 TRANSPORTATION Moving Household Goods, etc. TOTAL 03 OF THINGS Postage (Parcel Post) - Include Postage Due 12.82 Telephone Monthly Contractual Rate 7.86 Long Distance Calls and Tolls 24.02 04 COMMUNICATION SERVICES Telegrams Teletype TOTAL OF •36 Postage, First Class Other (Itemize) 32.24 Office Heat Light 05 RENTS AND UTILITIES Gas Water TOTAL 05 Post Office Box \$ Other (Itemize) (Services other than those covered under 05) \$ Labor and Repairs (Miscellaneous Equipment) 12.88 07 OTHER Labor and Repairs (Automobile) CONTRACTURAL Laundry 3.92 SERVICES Janitor Other (Itemize) TOTAL 07 16.80 Gasoline and Oil \$ 12.40 08 SUPPLIES AND MATERIALS Office Supplies Supplies (Specify) (Expendable or Other (Itemize) Semi-expendable articles) TOTAL 08 12.40 (Itemize) \$ Scales purchased for Washington office. 328.40 09 EQUIPMENT (Non-expendable or inventorial articles) TOTAL 09 328.40

2,751.54

GRAND TOTALS

RECEIPTS AND EXPENDITURES

CREDIT DEBIT NET

ECEIPTS			
Commercial	\$2,677.13		
Government			
GOVERNMENTO			
Less unpaid bills forwarded to Name of Company John P. J	D. C. for collection - ones, Inc.	13.88	
? ?			
D. C. for collection	t have previously been forwarded to		
Name of Company	• • • • • • • • • • • • • • • • • • • •		
			#2 315 32
	TOTAL RECEIPTS		\$3,14(.13
EXPENDITURES			
Total Earned Recompense, Insu	rance Costs and Object 15 \$1	1,905.98	
Traval		314.70	
03 through 09		402.66	
Shipping Charges			
	Purchased for our Office by		
	_ Office		
	_		
	_		
	-		
Shipping Charges	\$12.82		
Scales	Purchased by our Office for		
Washington	Office		
Other P.I.M.		511.71	
	TOTAL EXPENDITURES		\$2,293.83
			040.00
Remarks:	GAIN /		
Page 26 January 1956			

A Postage Stamps, Ferry, Street Car, Subway and Toll Bridge Tickets.

- Supplies. A supply of airmail and special delivery postage stamps, ferry, street car, subway and toll bridge tickets may be maintained in the office for use on official business. Supplies may be obtained by making request on requisition Form AD-14 through your Area Administrative Division.
 - a Accountability Record. An accountability record must be maintained on such items received by the office. This record must include the following:
 - (1) Date received.
 - (2) Nonetary value.
 - (3) Date used.
 - (4) Purpose used:
 - (a) Tickets initials of user.
 - (b) Stamps addressee.

All unused stocks must be maintained in a locked drawer or locked file and under no circumstances should they be sold to anyone or used for any purpose other than official.

- b Reimbursement. Employees authorized to apply postage stamps in official mailings and to travel on official business may purchase these items when needed for official use and claim reimbursement on expense accounts.
- B Post Office Boxes. Offices that need a post office box for receiving mail may submit Form AD-14, Request for Supplies, to your Area Administrative Division, giving name of postmaster and location. The Administrative Services Branch will prepare a purchase order on a quarterly, semi-annual or fiscal year basis and payment will be made direct to the postmaster by the Area Budget and Finance Branch. SF-1034 need not be prepared at the field office level.

C Towel Service.

1 When towel service is needed for an indefinite period, the Officer-in-Charge should locate three sources of sup ly and ascertain bids from those sources. Then ascertaining bids,

the Officer-in-Charge should indicate specifically the amount and extent of towel service desired, such as "12 clean towels weekly with soap and rack."

- a Submit to Area Administrative Division Form AD-14 outlining towel service desired with the three bids received attached.
- 2 Payment for Service. The field office should arrange for payment by processing a properly certified bill or by one of the other means of payment as outlined in Section 13.
- Department Owned Automobiles. Every automobile owned by the Department is required to carry a decalcomania sticker (Form AD-185) on the dashboard or other convenient place where it can be readily seen by occupants of the car. The sticker warns against unauthorized use of the car.

An Operation Record booklet (Form AD-187) must be kept in the glove compartment of each car and the date, speedometer reading and any expenditures entered in the spaces provided. At the end of each month, the figures are to be totaled and the totals carried to the Service Record in the back of the booklet.

At the end of each quarter (or each month, in accordance with instructions from the respective Area Administrative Division office having jurisdiction) enter totals for the period on Form AD-187A - Periodic Operation Report (tear-out sheet in back of booklet), fill out, and mail to the Area Administrative Division office for your area. Addresses of the three offices are shown in Section 12.

On June 30 of each year total the columns in the Service Record in the back of the booklet and transfer the totals to the Service Record in a new Operation Record booklet, mailing the old Operation Record to your Area Administrative Division.

A Preparation and Distribution of Government Bills of Lading. Complete instructions regarding the preparation and distribution of Government Bills of Lading are given in AMS Instruction 249-1 dated 4/6/54. This instruction, and any amendments or revisions that may be made thereto, should be followed.

Clarification. In clarification of ALS Instruction 249-1, page 5, paragraph 8, "Office to be Billed for Transportation Charges," show the following:

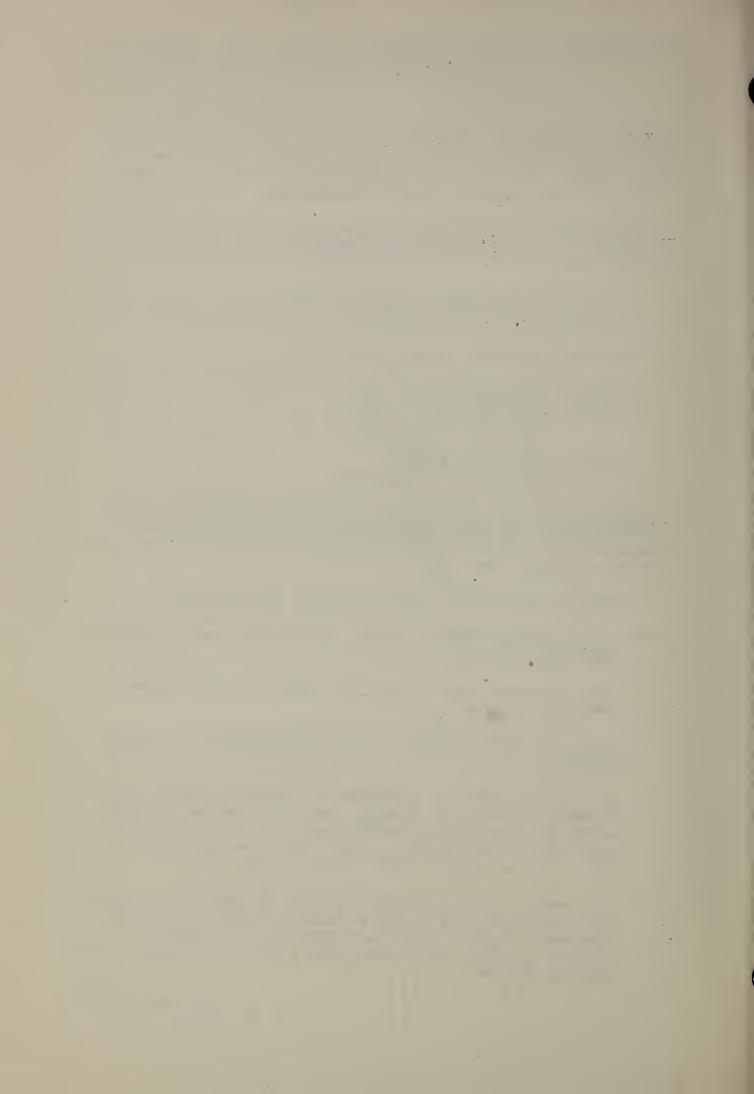
USDA, Eastern (Central or Western) Area Administrative Division, Agricultural Marketing Service

and the applicable address, as follows:

Eastern - Washington 25, D. C.
Central - Rand-McNally Building
536 South Clark Street
Chicago 5, Illinois
Western - 1515 Clay Street
Oakland 12, California

- B Procedure for Maintaining Record of Government Bills of Lading.

 AMS Instruction No. 249-1 outlines the responsibility of the accountability officer in maintaining Bill of Lading Accountability Record on Standard Form 1121.
 - 1 Keep a record of all bills of lading on Form 1121.
 - 2 Requisition and maintain only a supply sufficient to meet the needs of the office.
 - 3 Bills of lading must be kept in a locked storage cabinet or locked file drawer.
 - 4 Bills of lading should be issued consecutively as to serial number.
 - If a bill of lading is mutilated or otherwise spoiled or if it should be made out in error, mark the complete set VOID across the face of the document and return all copies to the appropriate fiscal office, except retain one copy for your file. Make a record of its disposal on Form 1121.
 - 6 The issuing office must report charges of shipping the items under Object 03 on the face of "Monthly Report of Operating Expenses," FV-359. The office receiving the shipment must immediately notify the issuing office as to the amount of the shipping charges.



- A Purpose. The purpose of this instruction is to refer field offices to the proper AMS Instruction covering purchases and services other than personal and the procedure to be followed in making payment for such purchases and services.
- B Policy. The policy of the Branch regarding procurement of all supplies, equipment, forms and miscellaneous services is to operate in accordance with AMS Instructions, currently No. 240-2. These instructions are further clarified as follows:
 - 1 All needs should be anticipated as much in advance as possible in order to avoid the necessity of making "Emergency Purchases" and in order to make a few large requisitions (over \$25), rather than frequent small purchases.
 - 2 Supplies, equipment and services should be requisitioned using Form AD-114 whenever they are available and the requisition exceeds \$25.
 - 3 When necessary and justifiable supplies, services and equipment may be obtained through local purchase.
 - 4 When small amounts are involved in local purchases, considerable savings to the Government can be made by making cash payment and claiming reimbursement on Travel Vouchers, SF-1012 (Revised).
- Methods of Local Purchase and Payment. Instructions regarding the prourement of supplies, equipment, forms, and miscellaneous services are given in AMS Instruction No. 240-2. These instructions are further clarified as follows:
 - Authority. Local purchase is authorized only under certain conditions and only for certain items. Extreme caution should be taken prior to making a local purchase to be sure that the field office is authorized to make such purchase. In cases where any doubt exists, consult the District Supervisor.
 - 2 Methods of Payment for Local Purchases. One of the following methods should be followed in arranging for payment of local purchases:
 - a Commercial Invoice. The original and one copy of a properly certified commercial invoice may be obtained to be processed as outlined in AMS Instructions. In such cases no SF-1034 (Revised) needs to be prepared.

- b SF-1034 (Revised). The field office shall prepare, or have the vendor prepare, an original and one copy of SF-1034 (Revised) as outlined in AMS Instructions.
- c Cash Payment. The purchaser shall claim reimbursement on his regular Travel Voucher, SF-1012 (Revised), supported by a signed receipt for any purchase exceeding \$3.00.
- d SF-44, Purchase Order Invoice and AD-38, Blanket Purchase Order. If it is deemed advisable or if circumstances seem to warrant the field office having on hand a supply of SF-44, or if it appears desirable to request the Administrative Division to issue an AD-38, consult the District Supervisor for approval and follow AMS Instruction No. 240-2 on their use, preparation and distribution.

A Travel Authorization.

Each District Supervisor is given a numbered written authority to approve official travel by persons under his direction. The authority number must appear on each Travel Voucher.

B The Travel Voucher (SF-1012).

Reimbursement amounts claimed must be in accordance with instructions from the District Supervisor in regard to allowable per diem, mileage rates when private car is used, and other details. In preparing the travel youcher the following rules should be observed:

- 1 Submit Travel Vouchers Fromptly. In general, travel vouchers should be prepared promptly at the close of the month or, in case authority is granted for a single trip only, as soon as practicable on completion of the trip.
- When Assignment Extends Into Following Month. If travel or per diem status is completed after two or three days of the following month, and it is possible to present an entire claim covering a particular assignment, it is permissible to carry an expense account into the next month until the particular assignment is completed.
- 3 Do Not Overlap Next Fiscal Year. It is not permissible to cover expenses for more than one fiscal year on a single expense account. All expense accounts must close on June 30 of each year, and a separate account prepared beginning July 1. A new authority number is assigned with the beginning of the new fiscal year, and travel vouchers under separate authority numbers must be handled separately.

C Preparation of Travel Voucher (SF-1012).

l <u>Complete instructions</u> for the preparation of travel vouchers, with sample exhibit form, are contained in AMS Instruction. 469-1. Each traveler should also obtain a copy of the Standardized Government Travel Regulations (SF-150) and familiarize himself with its contents.

In preparing the voucher, make sure that all copies are legible.

Department, Bureau or Establishment. Insert after "U. S." on the top line of the Travel Voucher, - "Dept. of Agriculture, AMS. F & V Division."

- Official Duty Station. Insert the official headquarters of the employee, which may not be the station out of which or to which he is temporarily assigned. Being on detail to another office does not constitute a change in official headquarters. An inspector's headquarters remain the same unless changed by a personnel action which has been approved by the Washington office.
- 4 <u>Payee</u>. Sign original only. The signature of the approving officer also will appear only on the original.
- 5 Approving Officer. All travel vouchers must be approved by the District Supervisor for the District in which the inspector has his official headquarters, even though the travel may occur while the inspector is on temporary assignment in another District.

D Reporting Expense Items on Breakdown Sheet (FV-359-1).

When preparing the Monthly Report of Operating Expenses (FV-359) and the Breakdown Sheet (FV-359.1) it will be necessary to assign the items on the Travel Voucher to the appropriate objects (02 through 09). Telephone toll calls, postage and other items paid in cash and included on the expense account, for example, are extracted and placed under the appropriate objects. (See Section 10.)

E <u>Distribution of Travel Voucher (SF-1012)</u>.

- 1 Prepare original and three yellow copies. Forward original and two yellow copies to the District office, the payee retaining the third copy.
- 2 The District office will retain one yellow copy and forward the original and one copy to the Area Administrative Division.

Preparation and Accountability Instruction.

- 1 Complete instructions regarding the preparation of Government Requests for Transportation are given in AMS Instructions. currently 466-1, Revision 1, and 466-2. These instructions also cover procedure to follow in maintaining an accountability record of all Government Requests for Transportation. Each traveler should also have and be thoroughly acquainted With the contents of the Standardized Government Travel Regulations (Form SF-150).
- 2 A supply of Government Transportation Requests to meet the needs of the office is to be kept on hand in each field office. The supply of Transportation Requests must be kept in a safe or other locked compartment. Transportation Requests may be issued by an Officer-in-Charge to any inspector whose official headquarter point is in the same District as the Fiscal office issuing the book. A signed receipt, Form AD-518, must be obtained from each employee to whom a book of Transportation Requests is issued. At the time of resignation or separation from the Service, it is necessary to secure the Transportation Requests in the possession of such an employee. For this reason, it is advisable to have all books of Transportation Requests issued by either the District office or the Officer-in-Charge at the official headquarter point of the inspector.
- 3 Transportation Requests are not interchangeable among the three Districts (Eastern, Central, Western); they must be obtained from the same District which audits the individual's expense account.
- 4 An accurate record must be kept in the field offices, on Form SF-1120, of each TR book assigned to the office.
- 5 Partly used books returned by an inspector may be reissued to another inspector.



A Clearance Channels.

All matters pertaining to changes in personnel or fiscal status of an employee shall be directed to the District Supervisor who in turn shall consult with, recommend, and request authority from his Washington office to take the desired or necessary action. The District Supervisor shall clear the matter through his Area Administrative Division after receiving authority from his Washington office.

B Applications for Employment.

Applications for employment shall be directed to the District Supervisor unless otherwise directed by him or by the Washington office. Applicants shall be interviewed by the officer-in-charge or other supervisor and his recommendation concerning the fitness of the applicant shall be made to the District Supervisor together with the application.

C Appointments.

- 1 The District Supervisor shall obtain clearance from his Washington office and Area Personnel office for all appointments. When requesting approval for appointment of technical personnel, the educational background and experience of the applicant must accompany the request.
- The District Supervisor shall, unless arrangement has been made otherwise with the Area Personnel office or field officer-in-charge, notify the candidate for employment the date on which he should report for duty.
- 3 The District Supervisor shall advise each field office relative to the forms required by the Area Personnel office for processing an appointment.
- 4 The District Supervisor shall advise the field office as to the effective date of an appointment as soon as the effective date is established.
- 5 Under no circumstances should a candidate for employment be allowed to report for duty prior to the effective date of the appointment. Salary payments cannot be made for work performed previous to the effective date of the appointment of the employee, regardless of any emergency of work.

- Ordinarily, all new clerical employees or replacements must be selected from Civil Service Registers, except temporary emergency clerical or labor help. Only in rare instances may we employ temporary clerical or typist help except those which have been certified to us by the Civil Service Commission and then only with the specific approval of your Washington office and the Area Personnel office.
- 7 Officers-in-Charge should not contact the Civil Service Commission directly. Contacts with the Civil Service Commission will be made by the Area Personnel office.
- The field office shall notify the District office by telegraph or telephone of the exact date and time a newly appointed employee reports for duty. This notification should be sent immediately after the new employee reports. The District office shall immediately notify the Area Personnel office, the Fruit and Vegetable Division Administrative Officer in Washington and the Chief of the Processed Products Standardization and Inspection Branch.
- 9 When approval has been given to make an appointment and the offer of appointment is declined, the District Supervisor shall advise his Washington Division Administrative Officer and the Chief of the Branch. He should also advise his Area Personnel office if that office is not aware of the declination.

D Leave Without Pay.

- 1 Requests for leave without pay should be discussed with the District Supervisor.
- 2 Leave without pay will not be granted without good and justifiable reasons and it must be to the best interest of the Government to grant such leave.
- 3 Request for leave without pay in excess of 30 days must be submitted in writing by the employee to the District Supervisor. The request shall indicate the period and reasons for which leave without pay is being requested.
- 4 The District Supervisor must obtain approval from his Washington office before granting leave without pay in excess of 30 days. In the event approval is granted the District Supervisor will prepare the necessary personnel action and clear with the Area Personnel Office.

E Resignations (SF-52), "Request for Personnel Action".

- 1 Form SF-52 is provided for employees who wish to resign. (See AMS Instruction 333-1, Revision 1).
- The employee resigning should complete only items 23 and 24 of Standard Form 52. The headings under these two items are self-explanatory. When the resignation is by letter, the letter shall be attached to the SF-52. In case of an oral resignation, the requesting office shall fill in item 23, indicating the reason for the resignation, the last working day and the fact that the resignation was given orally. In the event an employee resigns while on annual leave or on sick leave, he must insert the date of his last working day. Compensatory leave is considered duty status (same as working). Item 24 may be filled in by the supervisor if the information is available to him.
- The field office shall not make any entries on the face of this form (items 1 through 22). The original and two copies of this form shall be forwarded to the District office together with the following forms:

Time and Attendance Report (SF-1130) - Original and one copy. Certification for Lump Sum Payment of Annual Leave (D-36 - Original.

Final Salary Payment Report (D-139) - Original. Identification Card (Form AD-54) and/or Driver's License (Form AD-103), attached.

- 4 All other Government material in the possession of the employee shall be reclaimed at the time he leaves our service and held pending disposal instructions from the District Office. Inspector's Handbooks, Federal Specifications, Military Specifications, U. S. Standards and Memoranda shall be held pending disposal instructions from the District Office.
- from resigning employee, together with statement that all Government material has been accounted for should be sent the District Supervisor on the last day of active duty. Final salary payment cannot be released until this information is presented in proper form by the District Supervisor to the Area Administrative Division.

F Steps to Take in Case of Automobile Accident.

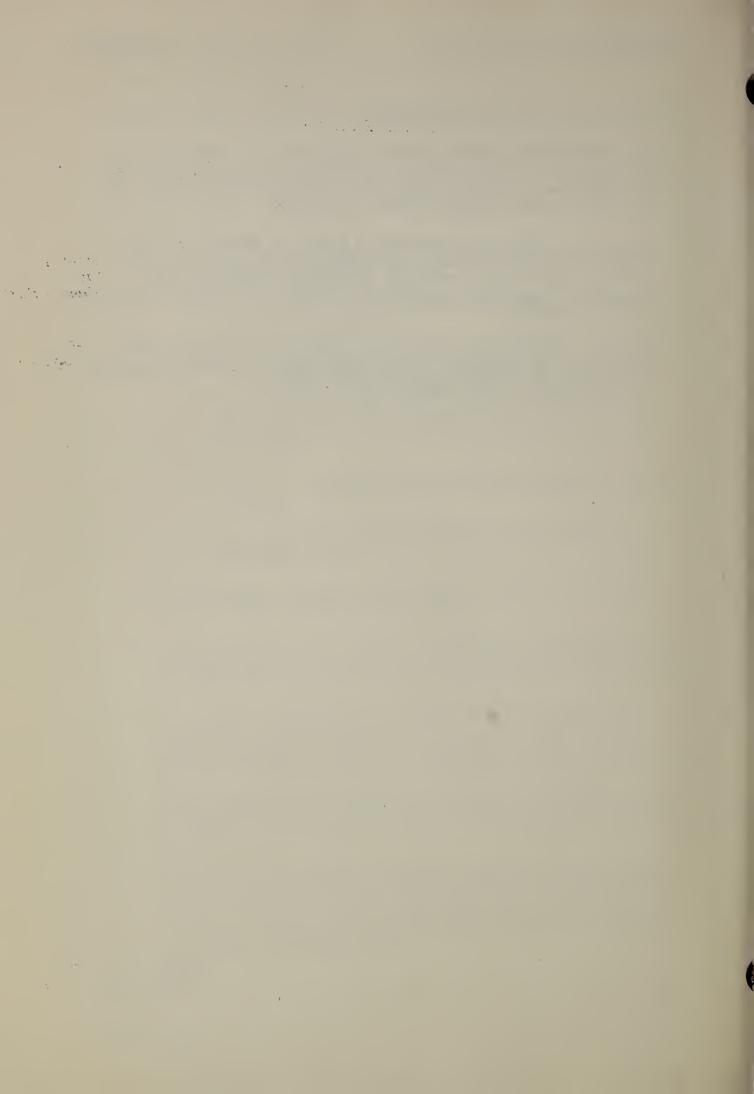
- An envelope (Form AMS-92 Motor Vehicle Accident Report Kit) shall be carried at all times in each official vehicle and in each privately owned vehicle which is used regularly on official business. This kit must contain at least the following:
 - a Copy of Guide for Investigating and Reporting Motor Vehicle Accidents.
 - b One copy each of Forms SF-91 and SF-91A, and two copies of Form SF-94.
 - c One copy of Form CA-1 Employee's Notice of Injury.
 - d A card showing name, address and telephone number (both business and residence) of the supervisor or other official to be notified in case of injury to the driver.
 - e A list of designated physicians for the area usually traveled.
 - f Blank paper for notes, sketches, extra witness statements, etc.
- 2 The Government driver should complete Form SF-91 at the scene of the accident, if possible.
- 3 Names, addresses and telephone numbers of witnesses should be obtained, and if possible, signed statements of witnesses on Form SF-94 should be obtained at the scene of the accident.
- 4 If a police report of the accident has been made, the supervisor or investigating officer should ask to see it at police headquarters and, if possible, obtain a copy before preparing Form SF-92 Supervisor's Report of Accident.
 - Full instructions in regard to action to be taken in case of motor vehicle accident are contained in AMS Instruction No. 371-1.
- 5 Reports of an accident, including completed Forms SF-91A, SF-92, SF-94 and a copy of the police report, if obtained, should be forwarded to the Area Administrative Services Division. These reports may be sent through the District Supervisor if he so directs.

@ Reporting Injuries to Employees.

If a Government employee suffers an injury, in a motor vehicle accident or otherwise, while on official duty, a report should be submitted by the employee, or by someone on his behalf, on Form CA-1 within 48 hours after the injury.

Form CA-2 - Official Supervisor's Report of Injury, is then prepared by the employee's supervisor as soon as practicable, and Forms CA-1 and 2 forwarded to the Area Administrative Division. These may be forwarded through your District Supervisor if he so directs.

Complete instructions for preparing these two reports, and discussion of employee's rights and benefits in case of accident are contained in AMS Instruction No. 373-1.



A Distribution of U. S. Standards, Federal Specifications and Other Material. The distribution of standards, specifications, handbook articles, numbered memoranda, and miscellaneous material within the Branch is in accordance with the procedure shown below:

Type of material

Distribution

United States Standards (not effective)

- Preliminary drafts "for discussion purposes only," for review and comments.
- Notice of Proposed Rule Making, for :1 copy to each Officer-in-(2) review and comments.

United States Standards (effective) Such standards will indicate an effective: for distribution to field date and are for use as of such date or as otherwise authorized.

Score Sheets for new or revised standards. : Supply to District offices

Federal Specifications for processed fruit : Sufficient copies to each and vegetable commodities which are normally inspected by the Branch; or for :mittal to each inspector, special packaging, packing, marking, labeling.

Interim Federal Specifications for processed fruit and vegetable commodities which are normally inspected by the Branch.

Federal Specifications and Interim Federal :1 copy to each inspection Specifications for commodities other than: office to be retained as a processed fruit and vegetable commodities:reference copy for the use (such as salt, chocolate, sugar, marine :of inspectors (supply products) which the Branch may inspect :limited). as authorized.

Military Specifications. These specifica -: l copy to each inspection tions include former CQD, JAN, U.S. Army; : office to be retained as a QMC Purchase Descriptions, and MIL speci-:reference copy for the use fications which the Branch normally in- : of inspectors (supply spects or for commodities in which portions: limited). of such specifications may be incident to:

processed products inspection.

:Distribution depends on :commodity and manner in :which draft is to be used :in discussion.

:Charge and one to each Dis-:trict Supervisor for review.

:Supply to each District office :offices: also to industry :mailing list.

:for distribution to field offices as needed.

:inspection office for trans-: or as instructed.

:1 copy to each inspection :office to be retained as a :reference copy for the use of :inspectors (supply limited).

Type of material

Distribution

Military Standards. These documents esta- : 1 copy to each inspection blish standard methods such as for test- : office, if available; usually ing, inspection, sampling, and marking to be applied to a large number of items :office of Branch only upon purchased by the Department of Defense.

:available from Washington :special request.

Specifications, other than Federal Specifications and MIL Specifications. Such specifications may be in bulletin form or in purchase documents, and include Veterans' specifications, USDA specifica-: instructed. tions and others which may be pertinent to processed products inspection on a special contract.

:1 copy or sufficient copies, :as the case may be, to each :inspection office or to a specified office for use as

Inspectors! Instructions. (Handbook chapters, commodity handbooks and basic instructions.) A-Memoranda.

:1 advance copy to each District :Supervisor and each Officer-:in-Charge; supply to District :offices for distribution to :inspectors in field offices and maintenance of reserve :supply.

C-Memoranda.

:l advance copy to each District :Supervisor; 1 copy to each :Officer-in-Charge; small supply to each District Super-:visor.

Miscellaneous Information. Bulletins, circulars, reprints, mimeographed copies : copies, as the case may be, or other information for use as "working :to each inspection office tools." Such information includes Rules : for transmittal as inand Regulations, Food and Drug reference :structed. material and bulletins, methods of analy-: ses, and other information which is re- : lated to inspection.

:1 copy or sufficient

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B Requisition of Supplies of Numbered Forms.

1 Forms to be Requested by Letter from your District Office.

Form SF-1169. Transportation Request.

Form AD-54. Identification Card.

Form AD-103. Driver's License (application to be made on Form AMS-269 - Application for Motor Vehicle Operator's Permit).

Form AD-202. Authorization - Travel.

Form AMS-293. License Card.

Form FV-358. Surety Bond.

Form FV-360. Report on Inspector for Duty Assignment.

Form FV-364 - 1 to 126. Score Sheet for (Name of Product).

Form FV-370. Processed Products Inspection Monthly Report.

Form FV-468. Application for License to

Sample Processed Foods.

Serially Numbered (FPI)..... Car and Truck Seals.

2 Forms to be Requested by Letter from your Washington Office.

Form SF-1038..... Application and Account for Advance of Funds for Travel Expenses.

Form APS-271..... Tally Sheet and Report of Penalty Indicia Mailings.

Form FV-391..... Application and Contract of Agreement for Continuous

Inspection Service.

Form FV-391 (Fla.)..... Application and Contract of Agreement for Continuous

Inspection Service.

Form FV-403..... Memorandum Report of Class,
Quality and Condition for

Processed Fruits and Vegetables.
This is a special numbered certificate approved for use

With the date inspection program.

No distribution has been provided except for this program.

Form FV-416 (Fla. citrus)... Daily Inspection Report (used in Florida only and entire supply in Winter Haven office).

Page 3
January 1956

Form FV-423..... Memorandum of Inspection Report. (Used under Florida inspection agreement, and no distribution provided except in State of Florida.) Form FV-426 (Fla.).... ... Work Sheet for Inspection Certificate. Applicable under Florida Citrus Coda. (Entire supply in Winter Haven office.) Form FV-445..... Memorandum Report of Class, Quality and Condition for .. Field Run Dates for Processing. For use in date inspection program. No distribution has been provided except for this program. Form FV-489..... Memorandum Report of Inspection for Processed Raisins. Form FV-490..... Memorandum Report of Inspection for Unprocessed (Natural Condition) Raisins. The two above forms are for use in connection with the raisin marketing program. No distribution has been provided other than for this program. Mimeographed Form (Unnumbered). Supervisor's Check List for Processed Products Inspection Field Offices (for use by District Supervisors).

Forms to be Requisitioned from Your Area Administrative

Division. The forms listed below should be requisitioned on Form AD-14 from the following offices:

Eastern Area Administrative Division
Agricultural Marketing Service, USDA
Washington 25, D. C.

Central Area Administrative Division
Agricultural Marketing Service, USDA
Rand-McNally Building
536 South Clark Street
Chicago 5, Illinois

Western Area Administrative Division
Agricultural Marketing Service, USDA
1515 Clay Street
Oakland 12, California

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3 Forms to be Requisitioned from Your Area Administrative					
	Division. (Continued)				
	Form SF-114. Form SF-C.A.1.	U.S. Purchase Order - Invoice.			
	rorm br-C.A.L				
		or Occupational Disease.			
	Form SF-C.A.2				
		Report of Injury.			
	Form SF-52	Request for Personnel Action.			
	Form SF-57	Application for Federal			
		Employment.			
	Form SF-71	Application for Leave.			
	Form SF-91				
	,	Vehicle Accident.			
	Form SF-91A				
		Report of Motor Vehicle			
		Accident.			
	Form SF-92	Supervisor's Report of			
		Accident.			
	Form SF-93	Percent of Investigating			
	POIN DE 297	Officer.			
	Form SF-94	Ctatament of Witness			
	Form OF 350	Statement of witness.			
	Form SF-150	Standardized Government			
	TI 000	Travel Regulations.			
	Form SF-201	Certificate of Deposit.			
	Form SF-1012	Travel Voucher (original).			
	Form SF-1012a				
	Form SF-1012b				
	*	sheet).			
	Form SF-1012c	Travel Voucher (continuation			
	• • •	sheet-yellow copy).			
	Form SF-1034	Public Voucher for Purchases			
		and Services other than			
		Personal (original).			
	Form SF-1034a	Same as above (yellow copy).			
		U. S. Government Bill of Lading.			
	Form SF-1120				
		Accountability Record.			
	Form SF-1121	Bill of Lading Accountability			
	,	Record.			
	Form SF-1130	Time and Attendance Report.			
	Form AD-14.				
	Form AD-36				
	FOLIR RD. O	_			
	Form AD-105	Payment of Annual Leave.			
	FOLU Whather the state of the s				
		cation Slip.			

	•
Form AD-106	Property Record Card.
Form AD-107	
	Property,
Form AD-112	
	to Property.
Form AD-139	
Form AD 70%	Deal same to be Dieged
Form AD-185	
TO ATO TICATE	Inside Government Automobile.
Form AD-187	
Form AD-518	Receipt for Transportation
• • • •	Requests.
Form AD-555	Report and Certification of
	Night Differential.
Form ANS-67	Report of Penalty Indicia
	Mailings.
Form AMS-92	
	Report Kit.
Form AMS-152	Report and Certification of
	Ordered Overtime.
Form AMS-269	Application for Motor Vehicle
	Operator's Permit.
Form AMS-322	
Form AMS-633	
****	Obligations (for use of
	District Supervisors only).
Form FV-55	
Form FV-147	•
	O J. L C Th J Thurston
, , , , , , , , , , , , , , , , , , , ,	and Vegetables (serially
	numbered).
Form FV-147	Certificate of Quality and
	Condition for Processed Fruits
	and Vegetables (unnumbered,
Form FV-159	for extra copies).
FORM FV-109,	Processed Products.
E EU 200	
Form FV-209	
	Condition for Processed Fruits
•• • • • • • •	and Vegetables (serially
D DU 000	numbered).
Form FV-209	
	and Condition for Processed
	Fruits and Vegetables
T	(unnumbered, for extra copies).
Form FV-230	
Form FV-230-1	
	Inspection.

	Form FV-356	Certificate of Sampling.
	Form FV-359	Report of Operating
	E. EV 250 7	Expenses.
	Form FV-359.1	-
	Form FV 350 2	Personal Services Items.
	Form FV-359.2	Obligated Funds and
		Expenditures.
	Form FV-375	Application for Inspection
		of Processed Products.
	Form FV-376	Farm Products Inspection
		Service (fee bill).
	Form FV-416	
	Form FV-419	
	Form FV-421	of Loading.
		Sampled. (Sticker for identi-
		fication purposes and sealing
		samples.)
	Form FV-440	Request for Inspection.
,	There is the second of the sec	0001 1 01 0
4	Forms to be Requested by Letter t	
	the Nearest Quartermaster Inspect	ion Service Depot:
	QMIS Forms 1019-1 and 1019-2	Request for Inspection.
	QMIS Form 1195	
	QMIS Form 1212	
5	Forms to be Requested by Letter f	rom Nearest Commodity
	Stabilization Service Office:	
	Form CSS-18	Request for Commodity
		Inspection.
	Form TW-43	• · · · · · · · · · · · · · · · · · · ·

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All incoming mail and correspondence for the various agencies of the U.S. Department of Agriculture in Washington is sorted and opened in central mailing rooms and distribution made to the respective Divisions and Branches.

In order to facilitate prompt delivery to the Washington office of the Processed Products Standardization and Inspection Branch, the proper transmittal procedure for the respective types of material follows:

A Letters and Similar Correspondence.

1 Envelopes containing letters or similar correspondence of a <u>general nature</u> and all reports not for the particular attention of any one individual are to be <u>addressed</u> as follows:

Mr. F. L. Southerland, Chief Processed Products Inspection Fruit and Vegetable Division, AMS U. S. Department of Agriculture Washington 25, D. C.

- If such correspondence or material is intended for the particular use of an individual and is not for general dissemination, the envelope may be addressed to that individual, using the form as shown above.
- 3 Such terms as <u>CONFIDENTIAL</u> or <u>RESTRICTED</u> are not to be used on envelopes or correspondence to the Branch office in Washington. If the correspondence or material is of a confidential nature, the envelope should be addressed.

For the Personal Attention of: Mr. F. L. Southerland
Processed Products Inspection
Fruit and Vegetable Division, AMS
U. S. Department of Agriculture
Washington 25, D. C.

and may be further marked with the phrase:

"To be Opened by Addressee Only"

Any official correspondence concerning the activities of the Branch and intended for any individual outside of the Branch but within the Department in Washington, or any official mail to a member of Congress, shall be transmitted through Mr. F. L. Southerland. Such correspondence may be addressed to the

address e, with a note attached, "Through F. L. Southerland", but in all instances shall be mailed "For the Personal attention of: Mr. F. L. Southerland."

- 5 Any enclosures with correspondence, such as a copy of letter mentioned in the correspondence, should be <u>stapled</u> <u>securely</u> to the letter.
- B <u>Certificate Copies</u>, <u>Daily Cannery Reports</u>, <u>Completed Inspection Requests</u>, <u>Miscellaneous Reports</u>.

In forwarding certificates, cannery reports or similar bulky correspondence to the Washington office, the copies shall be placed flat, folded not more than once, and mailed in a half size (6 1/2 x 10 1/2 inches) or larger, envelope. A small slip of paper shall be securely stapled to the upper left hand corner of the file and addressed as follows:

For: F. L. Southerland, Chief Processed Products Inspection F & V Division, AMS Washington 25, D. C.

Certificate copies and similar reports shall be mailed to the Washington office at least twice a week.

C Miscellaneous Samples.

Occasionally it is desirable to forward samples to the Washington office for advice on grading or for a specific purpose relative to inspection or standardization problems. Samples of this nature shall be mailed directly to the street address and room number of the Washington office. This is very necessary in the case of perishable commodities such as frozen food samples. In sending samples of perishable nature by air express, wire the Washington office the flight number of the plane and expected time of arrival at the airport in order that the samples may be picked up without delay. Also, do not send frozen food samples to arrive on a week—end when there will be no one to receive them.

D Checks.

In general, checks are received in the field and deposited by the field office in accordance with instructions in Section 5. However, it is possible that a check, money order or draft may be forwarded to Washington to be placed in a suspense account as a guarantee for payment of services, cr as payment of a delinquent account. Such checks or drafts shall be mailed separately from correspondence other than that related directly to the particular circumstances for mailing the check to Washington.

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